



# **CITY ADMINISTRATOR CITY OF WEST CHICAGO, ILLINOIS**

---





# CITY ADMINISTRATOR CITY OF WEST CHICAGO, ILLINOIS

## THE POSITION IN BRIEF

West Chicago is a dynamic, multicultural community where diversity and heritage are powerful assets. With a historic downtown on the verge of resurgence, the City is seeking a progressive City Administrator who will guide results while energizing a can-do culture across the organization.

The successful candidate will bring sound judgment, demonstrated results, and the ability to guide a capable team while working collaboratively with the Mayor and City Council. This role offers the opportunity to build on the City's stable foundation, advance key strategic initiatives, and leave a lasting legacy in a community that values engagement, progress, and integrity in local government.





## WEST CHICAGO AT A GLANCE

West Chicago is centrally located in western DuPage County, and at 53% Latino, it builds upon its proud heritage as a diverse and culturally rich community. With a historic downtown and strong manufacturing and business corridors, the City is uniquely positioned for advancement.

Home to more than 800 businesses, including major employers such as Jel Sert, Ball Horticultural and Aspen Marketing Solutions, West Chicago maintains a robust employment base that anchors the regional economy. The schools, parks, and sizeable housing options make West Chicago a wonderful place to live and raise a family. Recreational opportunities offered by the [West Chicago Park District](#) support a strong family environment with a family fitness facility, splash pad and dog park.

The City offers a significant number of community events that support community engagement and opportunities to attract regional visitors. A variety of public and private school options support the educational needs of the community. The nearby transportation options make a wide range of employment available. West Chicago residents have convenient access to major highways, commuter rail service, interstates, a regional and two major airports. They also have easy access to excellent medical facilities, major shopping centers, entertainment venues and outstanding restaurants. [Click here to access the Community Profile.](#)

## KEY FACTS ABOUT WEST CHICAGO

Population: **25,632**

Median Age: **35.8**

Households: **7,380**

Median Household Income: **\$78,000**

Median Home Value: **\$249,000**

Household size: **3.4**

Language Spoken at Home: English only (47.6%); Spanish (41.7%); Other (10.7%)



To learn more about West Chicago, visit the City's website at <https://westchicago.org>





## CITY ORGANIZATION

The City offers a full array of municipal services and operates under an Aldermanic form of government. The City of West Chicago is governed by a Mayor and 14 Aldermen (in seven Wards). The Mayor was elected in April 2025, and the City Council includes five first-time members, offering a blend of fresh perspectives and experience. The City Administrator oversees a complement of 120 full time staff in the following Departments: Administration, Business and Community Relations, Community Development, Finance, Police and Public Works. Fire services are provided independently by the West Chicago Fire Protection District and wastewater treatment services are provided by the West Chicago/ Winfield Wastewater Authority.

The City Administrator is responsible for the implementation of policy and the overall operations and manages budgets of more than \$57.4 million including a general fund budget of \$23.6 million plus \$14.5 million in capital spending.

The City Administrator will have the opportunity to appoint the position of Community Development Director early in their tenure due to a recent retirement.

The City is known for its fiscal stability and well-run local government services.



## KEY AREAS OF FOCUS

The next City Administrator can anticipate applying their strengths in the following areas:

### 1. Downtown Revitalization and Economic Development

West Chicago is investing more than \$6 million over the next three years to advance downtown improvements and strengthen small business vitality. The City is entering a pivotal stage of revitalization—creating spaces for community gathering, enhancing dining and retail opportunities, and celebrating its cultural identity through thoughtful placemaking. The City Administrator will help guide these efforts in partnership with community and business leaders, while also supporting continued growth within the City's thriving business park and manufacturing sectors.

### 2. Strategic Policy Development and Governance Support

Collaborate with the Mayor and City Council to ensure transparent, well-informed decision-making. Facilitate respectful, constructive policy discussions, and provide sound administrative guidance to support long-term community priorities.

### 3. Community Engagement & Service Excellence

Partner with residents, businesses, and community organizations to enhance the experience of engaging with the City. Continue cultivating a culture that values responsiveness, approachability, and cooperation across all departments. The City Administrator will maintain a visible presence in the community—building relationships with community institutions, business leaders, and residents to strengthen trust and promote a positive, service-oriented environment.

### 4. Organizational Leadership and Staffing Plan

Conduct a comprehensive review of the City's organizational structure, staffing levels, and succession planning to ensure the organization is positioned for long-term success. Facilitate discussions on potential structural changes, including consideration of an elected City Clerk. Support a culture of professional growth, accountability, and collaboration across all departments to strengthen service delivery and organizational resilience.

### 5. Infrastructure Investment & Long-Term Planning

Guide a strategic approach to infrastructure investment that supports West Chicago's long-term sustainability and growth. Priorities include upgrading the City's water production, storage, and distributions systems; maintenance and replacement of aging wells and mains, while also advancing capital planning efforts. Promote code modernization by aligning with contemporary infrastructure, technology, and community needs.

### 6. Community Identity & Civic Pride

Serve in a vibrant, fast-paced community where residents take pride in diversity of identity, experience, and opinions and remain deeply engaged in local affairs. The City Administrator will help sustain this civic spirit by fostering inclusive dialogue, strengthening partnerships across community and business groups, and advancing initiatives that celebrate West Chicago's cultural heritage while promoting a shared vision for the future.





## QUALIFICATIONS

The City is seeking an experienced and collaborative professional to serve as its City Administrator. The successful candidate will have:

- A bachelor's degree in public administration, government administration, city or regional planning, or a closely related discipline. (Master's preferred).
- At least three years of municipal government experience and at least five years in similar executive leadership roles.
- Multicultural Experience and bilingual (Spanish) skills are highly valued.
- A receptive and collaborative leadership style with expertise and desire to pursue modern management concepts, principles, strategies, practices, and techniques. A visionary leader who will foster creativity and encourage excellence; an individual who is confident in their skills and willing to delegate to staff.
- An experienced negotiator who partners with businesses to consider creative solutions to development challenges, downtown revitalization and business attraction/retention. Possess knowledge of and experience with economic development tools, programs, and strategies; have a proven record with development/redevelopment, including a positive record of interaction with business leadership. Redevelopment agreement experience is a plus.
- The next City Administrator will be expected to possess strong financial management abilities involving budget development and controls, financial forecasting, capital improvement programming and the ability to manage effectively within budgetary constraints.





## CAPABILITIES

The next City Administrator must be an effective change agent with a proven ability to drive positive organizational culture and operational improvement. Essential qualities include creativity, openness, and the ability to foster innovation in a dynamic environment.

A collaborative and pragmatic leadership style is key, balancing optimism with accountability and cultivating engagement across the organization. The Administrator should apply modern management practices and creative solutions to address challenges, practicing patient diplomacy to keep officials, the community, and employees informed and aligned. All activities should reflect the City's mission and values, upholding integrity, energy, and purpose.

Visibility and connection within the community are expected, with active participation in local activities and events to strengthen relationships and maintain a clear understanding of residents' needs.

The Administrator must show maturity, confidence, and professional conviction when recommending policy, providing sound administrative advice to the Mayor, elected officials, and staff. Clear, impartial communication and timely implementation of decisions are essential, as is ensuring staff accountability for results.

Building strong relationships with regional, county, state, and federal agencies, as well as skilled negotiation to address fiscal issues, development, and downtown revitalization, are key responsibilities. The Administrator should foster partnerships with businesses and government agencies to achieve the City's strategic goals.

The Administrator must be able to maturely navigate diverse perspectives among the elected officials with steadfastness, transparency, and diplomacy, promoting respectful and effective discourse. Transparent decision-making and communication will strengthen trust among officials, staff, and the community.





## COMPENSATION

A salary range of \$195,000-230,00 is offered, plus eligibility for an annual performance bonus. The new City Administrator will have access to a competitive benefits package including health, dental, vision, life insurance, pension, deferred compensation and much more. Residency is not required.

## HOW TO APPLY

Interested candidates should apply online by November 17, 2025 with a cover letter, resume, and contact information of at least five (5) professional references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Lee Szymborski, Senior Vice President or Katy Rush, Independent Authorized Executive Recruiter. Confidential inquiries may be directed to Mr. Szymborski at 847-380-3240 or Ms. Rush, at 847-380-3240 x 122.

The City of West Chicago is an Equal Opportunity Employer.

