



HUMAN RESOURCES/RISK MANAGER
VILLAGE OF DEERFIELD, ILLINOIS



HUMAN RESOURCES/RISK MANAGER VILLAGE OF DEERFIELD, ILLINOIS

MGT is pleased to announce the recruitment and selection process for Human Resources/Risk Manager for the Village of Deerfield. The Village is seeking experienced human resources leaders with a commitment to excellence in customer service, employee relations and development, and integrity in local government as its Human Resources/Risk Manager. This brochure provides background information on the Village of Deerfield, as well as the qualifications for the Human Resources/Risk Manager position. Additional information about the Village can be found on the Village's website: www.deerfield.il.us.

Candidates interested in applying for the position should immediately submit their résumé and cover letter online, along with contact information for five (5) work-related references, at www.govhrjobs.com. The job is open until filled with a first review of applications on February 20, 2026. Questions regarding this opportunity should be directed to the Executive Recruiter working with the Village of Deerfield:

MGT Impact Solutions, LLC
Maureen Barry, Senior Consultant
Phone: 847-380-3240, x116





ABOUT THE VILLAGE

Deerfield is a vibrant and welcoming village known for its excellent schools, beautiful parks, thriving local businesses and strong sense of community. In 1903, with less than 500 residents, the Village of Deerfield was incorporated with John C. Ender as the Village Board President. Today, a community of 19,165 enjoy top-notch public services and year-round events and programs from village units of local government.

Located primarily in Lake County, with a portion in Cook County, and covering an area of approximately six (6) square miles, the village is bordered to the west by Riverwoods, Highland Park to the east, Northbrook to the south and by Bannockburn and Lake Forest to the north. The Illinois Tri-State Toll-road (Interstate 94) runs through the western part of the Village, which is home to many corporate headquarters, research centers and facilities for many well-known national and international companies.

Deerfield is served by [Deerfield School District 109](#), which operates four public elementary schools (Kipling, South Park, Walden, and Wilmot) and two public middle schools (Caruso and Shepard). The majority of Deerfield's children go on to attend [Deerfield High School](#), which has consistently been ranked as a top school in the state. The Village is also served by a number of private schools, nearby universities.

The Village has separate [park](#) and [library](#) districts, and two fire protection districts, [Deerfield-Bannockburn](#) and [Northbrook](#). [Metra](#) provides rail service to commuters to and from Deerfield and Chicago via the Metra Milwaukee District North Line Railroad, with two stations (Deerfield Station – 860 Deerfield Road; Lake Cook Road Station – 601 Lake Cook Road) and parking for over 500 cars at each station. The stations are both served by Pace buses.

Deerfield offers fun events and programs throughout the year, organized by the Village and the [Chamber of Commerce](#), such as Food Truck Wednesdays, the Deerfield Art Festival, a Farmers Market, Deerfield Family Days, Harvest Fest, and Winter Lighting Celebration and Market. All of these events offer a safe, inclusive and connected environment for all residents.

DEERFIELD BY THE NUMBERS*

Land Size: 6 square miles

Population: 19,165

Number of Households:
7,515

Median Household Income (in
2024 dollars): \$181,660 (2020-
2024)

Median Home Value: \$623,400

Bachelor's degree or higher,
percent of persons age 25
years+, 2020-2024: 82.1%

* Source: U.S. Census Bureau

*Deerfield –
A Great Place
to Live, Work
and Play*

THE ORGANIZATION

The Village is a home-rule unit of government and operates under the council/manager form of government. Deerfield is governed by a Mayor and a six member Board of Trustees, all of whom are elected for a 4 year staggered term, and who serve without pay. The Board is the legislative body of the Village government. The administrative work is performed by a Village staff of 119 full-time and 5.6 part-time employees, under the direction of the Village Manager, who is salaried and appointed by the Mayor and Board of Trustees. Departments of the Village include: Administration, Community Development, Finance, Police, and Public Works (including a wastewater treatment plant).

There are 18 boards and commissions appointed to assist the Village board in its policy-making decisions. While most operate at the sole discretion of the Village Board, some have specific duties and obligations established by state law. The overall communication process between the Village and its residents is enhanced through the voluntary service of more than 100 citizens who serve as advisors to the Mayor and The Board of Trustees.

The total expenditure budget for fiscal year 2026 is \$62.8 million, which represents a 0.8% increase from last year's budget, mainly for capital projects along with a general increase in the cost of goods and services. The operating component of the budget is \$39.3 million, which is a 4.36% increase from the prior year. The increase in the operating component is due primarily to contractual increases in personnel services and other contractual services and commodities.

Prior to COVID-19, program and service levels had been largely stable over the past decade and the budget prioritizes these activities as well as capital project funding that rebuilds an aging infrastructure. Reflecting the volatile economic conditions locally and statewide and a relatively stable but growing population, the Village continues to provide a high level of service with minimal staffing. For several years, the Village maintained vacancies and operated with a reduced workforce. The Village continues to evaluate workforce needs as positions are vacated through attrition and demands for service that evolve with changing demographics and technology. In 2026, no new positions are being created.

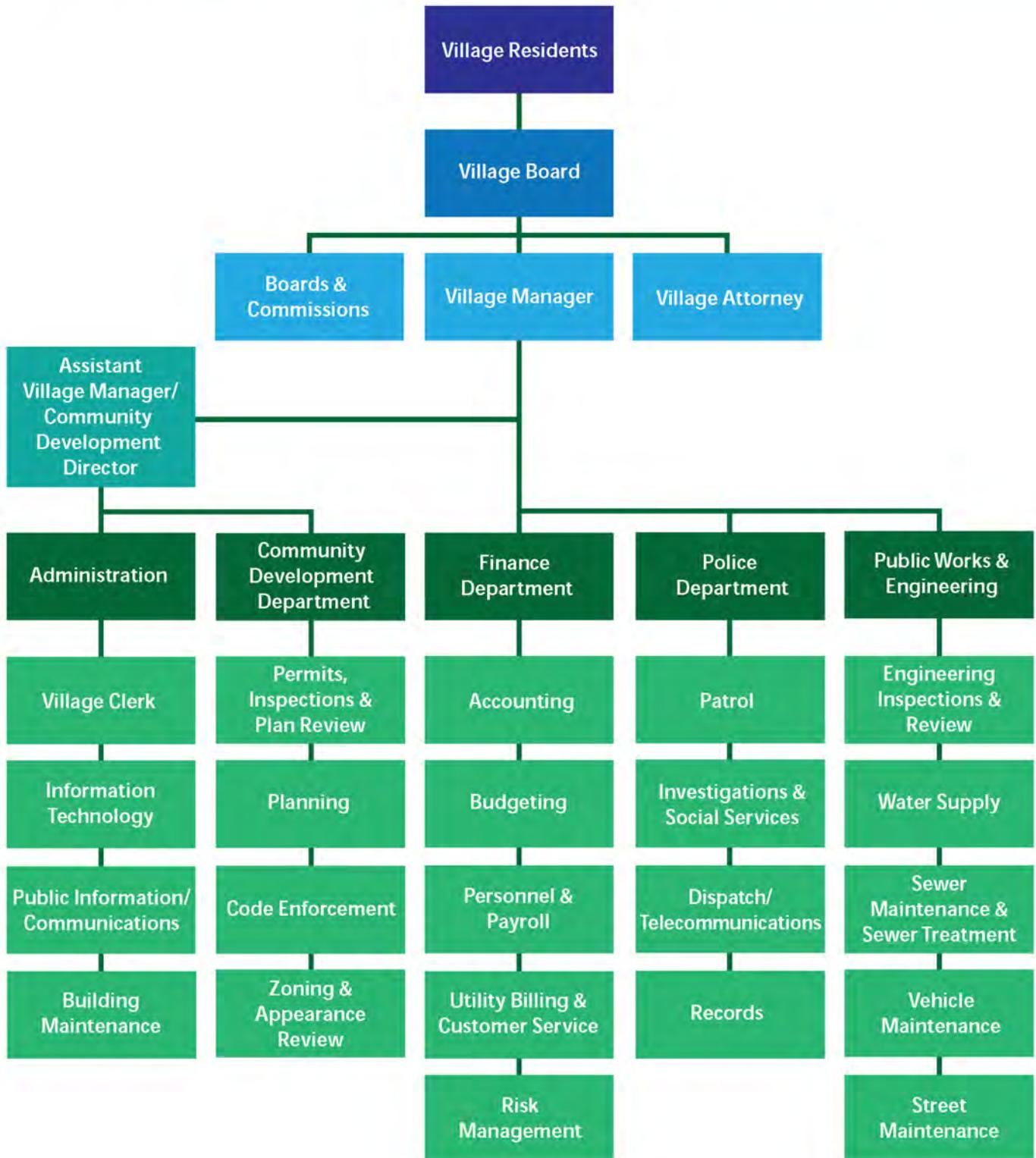
The Village's strong 'Aaa' credit rating is a result of the Village's stable tax base, healthy reserves, and strong revenue sources. The Village is known for its conservative, disciplined approach to management of the community's resources and the operations of the organization. Click [here](#) to see copies of the Village's latest budget and annual comprehensive financial reports.





VILLAGE OF DEERFIELD

Village of Deerfield, Illinois Organization Chart



DEERFIELD'S FINANCE DEPARTMENT

The Village of Deerfield's [Finance Department](#) is staffed by 7 employees, including this position, and is charged with financial management and protection of the Village assets along with a wide range of other tasks. The day-to-day activities of the Department include utility billing, accounts payable, payroll, cash receipts, human resources, and also serves as the Village's main switchboard by directing calls and inquiries to the proper locations.

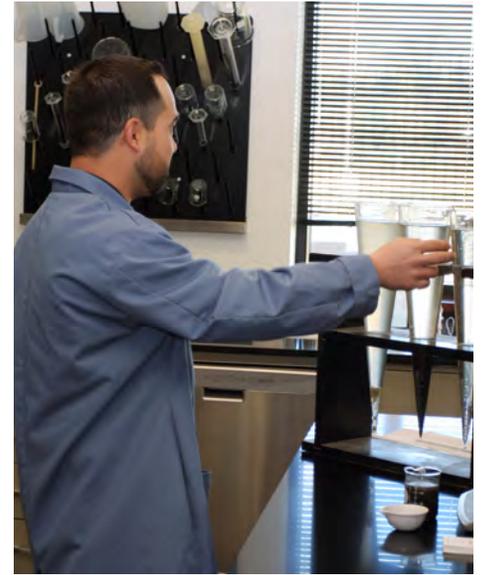
The Department also handles all:

- Accounting Services
- Analyzes Tax Revenues
- Annual Audit
- Annual Budget Process
- Commuter Parking
- Coordinates Capital Financing
- Performs Cash Management Activities
- Performs Debt Management Activities
- Performs Investment
- Risk Management
- Vehicle Sticker Sales:

THE POSITION IN BRIEF

The Human Resources/Risk Manager is a key member of the Village's leadership team, reporting to the Finance Director. As part of a collaborative finance team structure, the position will be responsible for the oversight, visioning, planning and coordinating of all aspects of human resources and risk management for a Village staff of 119 full-time and 5.6 part-time employees, including two collective bargaining units, for police officers (ICOPS) and public works employees (Local 150). It may also involve aspects of payroll and other Finance related tasks as well as Village wide projects.





KEY RESPONSIBILITIES

- Develop, update, maintain, administer and enforce Village human resource procedures and programs in accordance with relevant legal requirements.
- Administer employment benefits programs, including health, dental, life insurance, etc. (IPBC health insurance pool includes library and park districts).
- Investigate and coordinate property, vehicle and workman's compensation claims with MICA.
- Assist in budget development for all related areas including salary projections, employee benefits and revenue sources.
- Assist in union contract negotiations for two CBUs, complete personnel manual updates, and maintain accurate job descriptions.
- Manage the hiring process and assist in employee onboarding, development, disciplinary actions and terminations.
- Manage unemployment claims and protest/appeal unwarranted claims.
- Complete required OSHA, EEOC and IRS related forms/paperwork.
- Coordinate training for staff on relevant HR and safety topics.
- Serve as Risk Management Committee Chairperson and member of Wellness Committee.
- Serve as staff liaison to the Volunteer Engagement Commission.

CANDIDATE REQUIREMENTS

The Village will welcome candidates who excel at providing first-rate customer service to internal (119 full-time and 5.6 part-time employees) and external customers. The successful candidate will have:

- A bachelor's degree in human resource management, risk management, public administration or a related field. Master's degree preferred.
- A minimum of 5-7 years of related HR experience in a public or private organization, with similar numbers of full-time employees preferred.
- Formal HR certification desired. Examples include, but are not limited to, SHRM-CP or SPHR certificates.
- Valid Driver's License.

OTHER POSITION REQUIREMENTS

- Advanced verbal and written communication skills, including the ability to communicate with tact and professionalism under various conditions and the ability to translate complex information into clear public messages.
- Knowledge of benefit administration and worker's compensation practices.
- Knowledge of state and federal laws pertaining to collective bargaining, FLSA, employee leave, workplace safety, etc.
- Skill in organization and attention to detail, including the ability to meet deadlines, and manage multiple tasks simultaneously.
- Ability to relate to employees' personal concerns in a respectful and highly confidential manner.
- Knowledge of standard office equipment and computer software/programs, such as Microsoft (e.g. Word, Excel, Outlook and Powerpoint), HRIS and time keeping software.

COMPENSATION AND BENEFITS

The salary range for this position is \$99,953 – \$129,351 annually, depending on qualifications and experience. The Village of Deerfield offers a competitive benefits package, including medical, dental, vision insurance; paid vacation, sick leave, holidays, and personal days; participation in the Illinois Municipal Retirement Fund (IMRF); and professional development opportunities. The Village does not have a residency requirement.

HOW TO APPLY

Apply online at once at www.govhrjobs.com with a resume, cover letter and contact information for five professional references. The position is open until filled with first reading of applications on February 20, 2026. Questions may be directed in confidence to Maureen Barry, Senior Consultant, MGT, at 847-380-3240, x116.

The Village of Deerfield is an Equal Opportunity Employer

