

CITY OF
WHEATON
Illinois



MGT

CITY OF WHEATON, ILLINOIS
CITY MANAGER

CITY OF WHEATON, ILLINOIS

CITY MANAGER

Are you ready for the opportunity to lead the team behind one of Chicagoland's most desirable communities? The City of Wheaton is seeking a skilled City Manager who is ready to contribute to an outstanding community that residents are proud to call home.



ABOUT THE CITY

Known for its outstanding schools, safe community, abundant parks, and the charm of a small town with big-city amenities, the City of Wheaton, Illinois (population 53,970), is the County Seat of DuPage County. Wheaton is a primarily residential community that enjoys a low unemployment rate and has ranked among Money Magazine's "Best Places to Live in the Nation."

Wheaton is enjoying the benefits of a recently completed \$35 million downtown revitalization project, upgrading key infrastructure while providing a pedestrian-friendly, sustainable downtown that supports outdoor dining, shopping and numerous community events.

Wheaton is also home to the DuPage County government campus, the largest employer in the community. Wheaton College, an elite evangelical liberal arts college, is located just outside the downtown. Successful shopping districts occupy north, central and southern sections of the community. Wheaton's key location along Chicago's Metra rail line (which makes two stops here) provides a convenient location for commuting into Chicago. In addition, three branches of the Illinois Prairie Path meet in Wheaton, ideal for those who like to bike or hike beautiful trails.



VISION

Wheaton is a safe, inclusive, and vibrant community that is connected to the past while moving toward the future. To learn more about the Wheaton Strategic Plan, [click here](#).

MISSION

To maintain Wheaton as a desirable residential community by providing quality infrastructure and services that meet community needs, enhance safety, and enrich the quality of life by being responsive, innovative, and efficient.

ORGANIZATIONAL VALUES

- Accountability
- Fairness
- Fiscal responsibility
- Honesty
- Innovation
- Respect
- Serving the community with pride
- Transparency

CITY GOVERNMENT

The City of Wheaton operates under the Council-Manager form of government and is a home rule community, which gives the City Council a broad range of authority over local affairs. Wheaton's City Council is comprised of six representatives and the mayor, whom are elected by Wheaton voters for four-year terms. The non-partisan City Council exercises policymaking and legislative powers of the City, including adopting ordinances and resolutions, approving the City's annual budget and enacting tax levies.

The City Manager serves as the chief executive officer and administrative head of the City of Wheaton. This high-level position is responsible for the efficient administration and oversight of all municipal departments and services. The City Manager will plan, develop, implement, and manage city programs, policies, and services, ensuring compliance with city ordinances and statutes. This role involves supervising municipal staff, managing budgets, and working closely with the City Council to advance city objectives.

The City has a total of 270 employees and four labor unions. Wheaton's 2026 [total budget](#) is approximately \$135 million. Thanks to decades of fiscally responsible, forward-thinking leadership, the City of Wheaton boasts an "AAA" rating by Standard and Poors with a strong economy and outstanding budgetary performance. The City has received the GFOA Distinguished Budget Presentation Award for 24 consecutive years.



STRATEGIC PRIORITIES

To serve as a roadmap guiding the City Council's decision-making, the Wheaton City Council adopted the 2021-2025 Strategic Plan. These five priorities lead the actions of both the City Council and City staff:

- 1) Financial stability
- 2) Enhanced infrastructure
- 3) Responsive & efficient services
- 4) Community safety
- 5) Environmental sustainability

KEY EXPECTATIONS AND CHALLENGES FOR CITY MANAGER

The new City Manager can expect to encounter the following challenges, issues, and opportunities (not in order of importance):

- The next City Manager will be approachable and foster teamwork, trust, and collegiality among employees.
- The next City Manager will be a masterful collaborator and navigate the differing perspectives and approaches among the City Council. The City Manager will display steadfastness, transparency, and diplomacy to create an environment for thoughtful, respectful, and effective discourse and policy making.
- The next City Manager will have the opportunity to create a succession plan to ensure the City maintains a highly capable team and the next generation of employees.
- The next City Manager will address a multi-year strategy to address capital improvement needs in the water, sanitary and storm and street programs, as well as facility needs (Police Station renovation and a new satellite Fire station) while working with a fiscally conservative financial approach.
- The next City Manager will have the opportunity to lead an exceptionally stable, financially secure organization staffed by highly dedicated and skilled employees who are practiced at providing a very high degree of "customer service" to the residents and business community.



THE IDEAL CANDIDATE:

- Illustrates the ability to work collaboratively with key community partners, citizens and other community groups to achieve strategic goals and address collective concerns impacting the city.
- Exemplifies leadership through engagement and accessibility, while empowering department heads to manage their teams, with a focus on ensuring accountability for performance standards and driving results.
- Demonstrates strong fiscal and budgetary management, with a commitment to innovation and being proactive, while being responsive.
- Strong capabilities in team building, consensus building and executive leadership collaboration.
- Experience effectively engaging elected officials in a way that merges perspectives, fosters strategic planning and problem solving.
- Demonstrates extensive knowledge of municipal management, accounting principles, strategic planning and personnel management.
- Driven by a servant leadership philosophy that supports the municipal employees while holding them accountable for achieving goals and objectives, understanding when and how to effectively coach performance.
- Shows strong verbal and written communication skills with the ability to collaborate and build relationships.
- Has familiarity with pending legislation, city ordinances, grants and emergency response procedures.
- Has exceptional decision-making, problem-solving, analytical, leadership, and public relations skills.
- Has the ability to delegate effectively, analyze and solve complex problems, and establish and maintain effective working relationships.
- Appreciates the dynamics labor unions present to organizations.
- Exhibits capability to work under pressure, manage multiple priorities, and engage in public speaking.

EDUCATION & EXPERIENCE

A master's degree in public administration, city or regional planning, or a related field is required, along with at least eight years of municipal government management experience, including a minimum of five years in a supervisory capacity.

COMPENSATION & BENEFITS

The compensation and benefits package will be competitive and negotiable depending on the experience and qualifications of the chosen candidate. The established salary range for this position is \$198,823-278,353 annually; well qualified candidates may be eligible for a higher starting maximum salary.



- 9 Paid Holidays plus 2 Personal Days
- Vacation time for executive level positions is negotiable
- 8 sick days per year that can be accumulated up to 75 days
- Rich Health Insurance Plans - HMO or PPO
- Dental Insurance
- IMRF Pension
- Employee Assistance Program
- Voluntary Deferred Compensation Plan - Roth or Pre-tax options
- Dependent Care Reimbursement
- Flexible Spending Account
- Robust Wellness Program
- City vehicle or vehicle allowance provided

APPLICATION & SELECTION PROCEDURE

To be considered for this exceptional career opportunity, apply online with resume, cover letter and contact information for five professional references by the first resume review date of March 20, 2026 to the attention of Katy Rush, MGT Approved Independent Executive Recruiter at www.GovHrjobs.com. Confidential inquiries may be directed to Ms. Rush at 847-380-3240 x. 122. This position is open until filled.

Resumes will be screened in relation to the criteria outlined in the job posting. The process will include consultant held screening interviews for the most highly qualified candidates followed by an interview with City department leadership, followed by an interview with the Mayor and City Council.

The final candidate(s) will meet with the Mayor and City Council a final time before an offer is extended. The final candidate will be required to complete a background check and drug screen.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The City of Wheaton is an Equal Opportunity Employer. It is the policy of the City of Wheaton to provide equal employment opportunities without regard to race, color, religion, veteran status, marital status, sex, national origin, age, on the basis of genetic information, or the existence of a physical or mental disability.

