VILLAGE ADMINISTRATOR
VILLAGE OF GLEN CARBON, ILLINOIS

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Glen Carbon, IL (13,977) - The Village of Glen Carbon invites experienced municipal professionals to explore an opportunity to serve as its next Village Administrator. Located approximately 20 minutes from downtown St. Louis, Glen Carbon combines the advantages of a thriving metropolitan region with the character and community identity of an established Illinois village. With approximately 14,000 residents, excellent schools, beautiful and safe neighborhoods, a thriving business community, parks and trails, and convenient access to major transportation corridors, Glen Carbon offers its residents an exceptional quality of life.

The Village is seeking a collaborative, innovative, organized, and service-oriented leader who can work effectively with elected officials, employees, residents, as well as business and regional partners in advancing the community's long-term goals.

ABOUT GLEN CARBON

Glen Carbon is a vibrant community in Madison County and part of the St. Louis Metro East. Its location provides convenient access to Interstate 270, Interstate 255, and Illinois Routes 157 and 159, while downtown St. Louis is approximately 20 miles away. The community offers a diverse mix of established residential neighborhoods and newer development, along with restaurants, shopping, parks, recreational amenities, walking and bicycle trails, and convenient proximity to the Southern Illinois University Edwardsville campus. Glen Carbon also benefits from highly regarded public and private educational opportunities serving students from preschool through high school. For residents and businesses alike, Glen Carbon offers a combination of accessibility, quality-of-life amenities, and opportunities for beneficial and sensible community growth.

Parks, recreation, and community amenities:

Glen Carbon offers its residents and visitors an impressive network of parks and recreational trails. The community includes Miner Park, Ray M. Schon Park, Village Hall Park, and Greenspace East. A notable feature is the Ronald J. Foster Heritage Bike Trail, a paved multi-use rails-to-trails project that winds through Old Town Glen Carbon toward Marine. It is part of the Madison County Trails network and provides opportunities for walking, running, and bicycling.

Glen Carbon Centennial Library is an important community institution offering an array of library services to all age groups.

The Village operates the Glen Carbon Community & Senior Center, which provides senior programming and community meeting/event space. The Senior Center offers a paratransit program for eligible older adults and ADA-certified residents.

Built in 1914, the Glen Carbon Heritage Museum is operated by the Village of Glen Carbon. It was purchased from the school district and has been in constant use since. Some remember it as the school building with the fire escape slide; others know it as Village Hall and the police department; more still remember it as the library filled with bookshelves. In 2005, it became the museum, offering educational exhibits, programs, tours, field trip locations, and more.

On the building's 100-year anniversary in 2014, this former schoolhouse was placed on the National Register of Historic Places, the first to achieve such an honor in Glen Carbon. In 2018, the Old Village Hall and Firehouse was also named to the National Register, showcasing the Village's dedication to its history.

GLEN CARBON AT A GLANCE

POPULATION: 13,977 estimated in July 2025; the 2020 Census counted 13,842.

LOCATION: Approximately 20 miles east of downtown St. Louis, near Edwardsville, Maryville, Troy, and Collinsville.

SIZE: 10.25 square miles of land.

MEDIAN HOUSEHOLD INCOME: $97,168

HOMEOWNERSHIP: 69.2% of occupied housing units.

EDUCATION: 97.4% of adults 25+ have graduated high school, and 50.8% have a bachelor's degree or higher.

AVERAGE COMMUTE: 26.4 minutes.

Schools and education:

Glen Carbon is predominantly served by Edwardsville Community Unit School District 7. Schools associated with the community include Glen Carbon Elementary, Goshen Elementary, Liberty Middle School, and Edwardsville High School. The area also has access to Southern Illinois University Edwardsville and Lewis and Clark Community College.

THE MUNICIPAL GOVERNMENT

The municipal government is centered at Glen Carbon Village Hall, **151 N. Main Street**. Village government includes the Mayor, Board of Trustees, Village Administrator, Village Clerk, public works, police, building and zoning, finance, and other departments. The Village operates under the Mayor-Trustee form of government.

The Village employs 83 full-time employees, with an annual operating budget of approximately $32 million. The Village Administrator is appointed by the Mayor, with the consent of the Village Board, and is responsible for the professional management of day-to-day municipal operations. The current Village Administrator is retiring after serving 15 years in the position.

The Village is governed by the Village President, commonly referred to as the Mayor, and a Village board consisting of six Trustees who are elected at-large to overlapping 4-year terms. The Mayor is also elected at large to a 4-year term. The current Mayor, the Honorable Robert Marcus, is in his second term and was last elected in April of 2025. The Village Board meets on the second and fourth Tuesday of each month at 7:00 pm.

Each Village Trustee also serves on two of four standing committees, which include the Building and Development Committee, Finance and Administration Committee, Public Safety Committee, and the Public Service Committee. Residents are appointed by the Mayor to serve on the Board of Building and Zoning Appeals, and the Planning Commission as well as several other committees/commissions.

The Village government is comprised of the following operating departments:

- Administration
- Economic Development
- Finance
- Police
- Public Works
- Senior/Community Center
- Heritage Museum

GLEN CARBON
DEMOGRAPHIC SNAPSHOT:

Population: 13,977

Median age: 40.4 years
Under age 5: 5.3%
Under age 18: 22.4%
Age 65+: 20.7%

Male: 49.2%
Female: 50.8%

White alone: 82.1%
Black/African American alone: 9.3%
Asian alone: 0.7%
Two or more races: 7.8%
Hispanic/Latino: 2.1%

Median household income: $97,168
Per-capita income: $51,575
Below poverty line: 4.9%

High-school graduate or higher: 97.4%
Bachelor's degree or higher: 50.8%

Owner-occupied housing rate: 69.2%
Median owner-occupied home value: $282,000
Median gross monthly rent: $1,097
Total households: 5,836
Average household size: 2.36

Labor-force participation, age 16+: 66.5%
Mean commute: 26.4 minutes

Source: U.S. Census Bureau QuickFacts

THE VILLAGE ADMINISTRATOR POSITION

The Village Administrator serves as the chief administrative and operational leader of the Village and works closely with the Mayor and Village Board to implement established policies, maintain effective municipal services, and advance the community's goals. The successful candidate will be a highly visible and accessible leader who must build strong working relationships with elected officials, employees, residents, businesses, community organizations, and regional partners. The Administrator will be expected to foster a culture of professionalism, accountability, innovation, transparency, and service excellence.

Key responsibilities include:

- Directing and coordinating the day-to-day operations of Village government through department heads and other members of the management team.
- Implementing and administering policies, ordinances, and directives adopted by the Mayor and Village Board.
- Advising the Mayor and Village Board on municipal operations, policy considerations, emerging issues, and opportunities.
- Overseeing organizational performance, personnel administration, and effective allocation of Village resources.
- Working collaboratively with department heads to ensure efficient, responsive, and cost-effective delivery of public services.
- Providing leadership in budgeting, financial management, capital planning, and long-range operational planning.
- Supporting economic development and responsible community growth in coordination with the Mayor, Village Board, and staff.
- Maintaining productive relationships with residents, businesses, governmental agencies, regional partners, and the news media.
- Promoting effective communications between Village government and the community.
- Ensuring municipal activities comply with applicable federal, state, and local laws and regulations.
- Identifying opportunities to improve organizational efficiency, service delivery, technology, and customer service.

DESIRED QUALIFICATIONS:

Applicants for the position should possess a bachelor's degree in public administration, business administration, urban planning, finance, political science, economic/community development, or some other relevant field of study. Applicants should also have a minimum of seven years of progressively responsible public sector managerial experience, preferably as a city or village manager/administrator or an assistant manager/administrator. A master's degree is desirable but not required. It is important that applicants demonstrate an understanding of all aspects of municipal operations, budgeting, personnel administration, and public policy. Applicants must also possess strong written, verbal, interpersonal, and public communication skills.

The ideal candidate will be:

- **A Strategic Leader.** Able to translate policy direction into effective action, anticipate emerging community needs, establish priorities, and manage both day-to-day operations and long-term initiatives.
- **A Collaborative Manager.** Comfortable working with elected officials and department heads while empowering professional staff, establishing clear expectations, and holding the organization accountable for results.
- **A Strong Communicator.** An approachable and credible communicator who can explain complex municipal issues clearly and respectfully to elected officials, employees, residents, businesses, and community stakeholders.
- **A Community Builder.** Committed to maintaining Glen Carbon's quality of life while supporting thoughtful economic development, infrastructure investment, responsible growth, and strong community partnerships.
- **A Financially Responsible Steward.** Experienced in municipal budgeting, financial management, capital planning, and the responsible use of public resources.
- **A Relationship-Oriented Professional.** Able to build trust, maintain productive relationships, and work effectively with the Mayor and Village Board, employees, residents, businesses, and regional and governmental partners.

COMPENSATION & HOW TO APPLY

The starting annual salary range for the position is $145,056 to $165,364 DOQ/E. The Village of Glen Carbon provides its employees with a comprehensive and competitive benefits package including IMRF; health and dental insurance; vacation, holiday, and sick leave; and professional development. If you are interested in this exceptional opportunity to help shape the future of a dynamic and growing community in the St. Louis region, please apply online at www.govhrusa.com/career-center by submitting a cover letter and résumé no later than October 19, 2026. Confidential inquiries should be directed to Mark Peterson, MGT Consulting, at (309) 825-5091.

The Village of Glen Carbon is an Equal Opportunity Employer

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