VILLAGE MANAGER

SCHILLER PARK, ILLINOIS

MGT

COMMUNITY HISTORY AND QUALITY OF LIFE

The next Village Manager will join a community proud of its history and focused on its future. Situated near O'Hare International Airport and Cook County forest preserves, Schiller Park offers a mix of residential neighborhoods, industrial and commercial areas, and open space. Incorporated in 1914, Schiller Park has a history shaped by the growth of the surrounding region.

Starting salary range:
$185,000 – $200,000 +/- DOQ

Schiller Park, IL (pop. 11,709)

Schiller Park is at the crossroads of commerce featuring local arterials, the Tri-State Tollway, the Canadian National rail yard, and O'Hare International Airport. The Village encompasses an area of 2.77 square miles and is substantially developed. The primary vacant area where major development opportunities remain is the Irving Park/Mannheim Tax Increment Financing (TIF) District area in the western part of the community.

Schiller Park offers seven community parks with amenities including lighted ball fields, a lighted bocce court, basketball and tennis courts, gazebos, and playgrounds. Kennedy Park is home to Memorial Pool, an Olympic-size outdoor swimming pool. The Village Recreation Department offers programs and activities for residents, with an indoor recreation center featuring a gymnasium, fitness area, racquetball court, and teen room. Regional entertainment venues, including the Rosemont Theatre, Allstate Arena, and Donald E. Stephens Convention Center, are located nearby.

Residents take an active interest in their community and its future. Community events and recreational programming are important parts of Village life, and the next Manager will have opportunities to build relationships with residents and local organizations.

Village-sponsored festivals, holiday events, and other programs create additional opportunities for residents and visitors to participate in community life. The Village's Community Events Committee assists with planning these activities.

For another look at the community, watch WGN Radio's Your Hometown: Schiller Park video feature.

THE MUNICIPAL ORGANIZATION

Schiller Park is a full-service, home rule community governed by a Mayor and six-member Board of Trustees. The Village has 89 full-time and 50 part-time employees, and a $27.5 million general fund budget. The Mayor, trustees, and Village Clerk are elected at large to four-year terms. The Mayor chairs the Board and appoints the Village Manager and department heads with the advice and consent of the Board. The Village Board establishes policy and enacts municipal ordinances; the Village Manager is responsible for day-to-day administrative oversight and carrying out the policies and direction of the elected officials within the authority delegated to the position. The Village Board regularly meets on the first and third Thursdays of each month.

The Manager oversees departments, including, recreation, community development, public works, police, and fire and finance functions which are currently performed by Lauterbach & Amen on a contractual basis.

Village of Schiller Park At-a-Glance*

Incorporated: 1914

Population: 11,317 (2025 estimate)

Land Area: 2.77 square miles

County: Cook County, Illinois

Median Household Income: $69,696

Median Home Value: $275,000

Households: 4,353

Racial Demographic: 71.6% White, 27.7% Hispanic or Latino (of any race), 3.6% Asian, 0.6% Black or African American; 11.8% Two or More Races

**Source: US Census Bureau Quick Facts*

AREAS OF FOCUS

Proactive Communication and Responsive Service

The next Village Manager will promote clear, timely communication with the Mayor and Board, employees, residents, and the business community. An approachable leader who listens carefully, provides concise professional recommendations, and supports responsive permitting, inspections, and other municipal services will be well positioned to serve the community.

Capital Planning

The Village is advancing plans for a new Public Works facility, with land acquired and architectural services retained. A future Village Hall project is also under consideration following completion of the Public Works initiative, the coordination of such being an important task for a new village manager. The Village maintains a strong financial position due to its home rule status and strong revenue sources facilitated by location near the airport. This allows for a consistent capital program, including a multiyear roadway improvement program. The Manager will play a central role in coordinating these initiatives, evaluating financing and priorities, monitoring project costs and schedules, and keeping elected officials informed.

Organizational Leadership and Labor Relations

The next Manager must be comfortable with broad oversight responsibilities while empowering employees, supporting professional development, sharing institutional knowledge, and planning for succession. Many department leaders are newer to the organization. The next Village Manager will find a team of professionals eager for a leader who is collaborative, fair-minded, and communicative, and encourages professional growth and development. Strong personnel management skills and an approachable, fair-minded leadership style are important to organizational continuity and retention.

The Village seeks a leader skilled in collective bargaining, contract administration, grievance resolution, and productive labor-management communication, with a record for fairness in dealing with all employees. Village employees in police, public works, and fire are represented by four collective bargaining units, including the Fraternal Order of Police (separate unit for Sgts.), Local 150 Operating Engineers, and the IAFF.

Regional and Intergovernmental Partnerships

Schiller Park's location and development priorities require collaboration with neighboring municipalities, the City of Chicago, Cook County, state agencies, transportation partners, and other governmental organizations. The Manager will maintain productive relationships, communicate effectively with partner agencies, and help move complex projects forward even when timelines or participants change. The next Village Manager will be expected to play a visible and constructive role in maintaining these partnerships, supporting the Village Board in their intergovernmental work, and helping Schiller Park secure resources and build alliances that benefit the community.

Economic Development and Revitalization

With limited remaining undeveloped land, continued investment and redevelopment are priorities. The Village Manager will support opportunities in the New West Gateway TIF District and help advance ongoing development discussions near Mannheim Road and Irving Park Road. Continued coordination on transportation access and the potential tollway interchange will also require sustained attention. Success will depend on sound analysis, timely follow-through, and constructive partnerships with outside agencies and development stakeholders. There are many exciting projects expected to engage the new village manager.

THE POSITION

The successful candidate will balance sound professional judgment with an understanding of the Village's governance structure, where the Mayor retains significant executive responsibility. The role calls for a visible, hands-on leader who can, work collaboratively with the mayor and coordinate services across a relatively small organization and help elected officials evaluate options and establish priorities.

KEY RESPONSIBILITIES

- Provide strategic leadership by assessing community needs and recommending programs, services, and priorities.
- Build strong relationships with residents, community organizations, school districts, and business leaders; responds to concerns and promotes a positive image of the Village.
- Develop and monitor operating and capital budgets; coordinate facility and infrastructure projects and steward Village resources.
- Develop and coach staff; support employee accountability, succession planning, and constructive labor-management relationships.
- Provide the Mayor and Board with timely information and professional recommendations; implement adopted policies and direction.

QUALIFICATIONS

- Minimum of seven years of progressively responsible municipal management experience, including at least five years in a supervisory capacity. An equivalent combination of education and experience will be considered.
- A bachelor's degree in public administration, business administration, public policy, or a related field is required; a master's degree is strongly desired.
- Excellent communication, diplomacy, and relationship-building skills.
- Demonstrated fiscal management, budgeting, capital planning, and complex project oversight experience.
- Strong experience in personnel leadership and labor relations, including union contracts, grievances, employee promotion, and discipline.
- A record of effective service delivery and practical problem-solving.

THE IDEAL CANDIDATE

The successful candidate will be a knowledgeable, approachable, and highly professional local government leader with exceptional interpersonal and relationship-building skills. They will have a proven ability to build and maintain partnerships with key community institutions, including school districts, county and regional agencies, and business organizations. The next Village Manager will be visible and engaged in the community, actively participating in civic and service organizations, and will excel at bringing people together around shared goals for Schiller Park's future.

The ideal candidate will play a significant role in managing several of the large capital improvement projects and lead staff to provide modern, efficient operations with excellent customer service. These decisions will consider local government best practices and integration of existing programs with new approaches to ensure exceptional service delivery.

The ideal candidate will bring experience managing vendor relationships and overseeing service contracts, with the ability to evaluate performance, ensure accountability, and maintain effective partnerships that support the Village's operational and service delivery needs.

The Village is seeking a leader who can evaluate existing practices, introduce modern solutions, and cultivate a results-driven culture. The ideal candidate will approach challenges with creativity and promote accountability. Building trust, fostering open communication, and inspiring a shared commitment to quality and service will be essential to long-term success.

CHARACTERISTICS AND TRAITS

- The next Village Manager will play a vital leadership role in maintaining and enhancing the Village's essential infrastructure and services. This individual will work closely with residents, elected officials, and other Village departments to ensure operations are delivered efficiently, sustainably, and in alignment with community expectations.
- The ideal candidate is a skilled communicator with the ability to clearly explain complex technical issues to a wide range of audiences, including the Village Board and the public. They will bring a forward-looking mindset to both day-to-day operations and long-term planning, advocating for innovation, continuous improvement, and cross-departmental coordination.
- Experience leading municipal capital improvement programs is essential, along with a strong grasp of fiscal management and resource allocation. This leader will serve as a connector, facilitating communication between staff, departments, and external partners, and will be known for their accessibility, responsiveness, and relationship-building strengths.
- The Village is seeking someone who brings both steadiness and vision, able to navigate complex operational challenges while shaping a responsive organization that reflects the evolving needs of Schiller Park's residents and businesses.

COMPENSATION & BENEFITS

The starting salary range is $185,000 – $200,000, depending on qualifications and experience, with a competitive benefits package including a vehicle allowance. Residency within the Village is not required.

HOW TO APPLY

Interested candidates should apply online at **www.GovHRjobs.com** and submit a resume and cover letter no later than November 25, 2026. Confidential inquiries may be directed to Ashley Eccles, MGT Senior Consultant, at Tel: (847) 380-3240 Ext 134.

The Village of Schiller Park is an equal opportunity employer and considers all applications without regard to race, color, religion, sex, age, national origin, disability, marital status or any other type of discrimination prohibited by law.