

Executive Recruitment for

DEKALB, ILLINOIS

GovHR USA, LLC is pleased to announce the recruitment and selection process for City Manager for the City of DeKalb, Illinois. This is an excellent opportunity for candidates who are excited about the economic resurgence of an historic, university community. Candidates who are strong communicators with a record of participatory, collaborative leadership are encouraged to apply. This brochure provides background information on the City of DeKalb as well as the requirements and expected qualifications for the City Manager's position. Additional information about DeKalb can be found on the City's website: <https://www.cityofdekalb.com>

Candidates interested in applying for the position should submit their résumé and cover letter, along with contact information for five work-related references by October 8, 2018, to www.govhrjobs.com. Questions regarding this opportunity should be directed to the Executive Recruiter working with the City of DeKalb:

Heidi Voorhees, President

GovHRUSA, LLC
630 Dundee Road, Suite 130
Northbrook, Illinois 60062
Email: HVoorhees@govhrusa.com
TEL: 847-380-3243 or Mobile: 847-902-4110
FAX: 866-401-3100



CITY MANAGER



PROFESSIONAL ANNOUNCEMENT

DeKalb, IL (pop. 43,849) is an historic, rural university community located 65 miles west of Chicago along the booming I-88 corridor in DeKalb County. DeKalb offers larger city entertainment, recreational and employment opportunities while maintaining a small town atmosphere and cost of living. The City is seeking highly collaborative leaders with an understanding of municipal operations, economic development and community engagement to serve as its next City Manager. The City Manager is appointed by and reports to the Mayor elected at large, and seven (7) Council members elected by wards for four-year overlapping terms. Please note the following:

- The City has been undergoing an economic resurgence with redevelopment in the downtown resulting in new restaurants, condominium and apartment buildings and other retail businesses including a grocery store. The City has also seen the extensive development of Park 88, an Industrial Park with more than 7 million square feet of space spread over 565 acres. The park is 50% occupied with large distribution centers/light manufacturing that includes Target, 3M, Nestle, Goodyear and Panduit.
- The City has a \$90 million total budget, with 201 full-time and 46 part-time employees serving the community. The City Manager is responsible for the appointment of department heads which include Police, Fire, Public Works, Finance, Human Resources, Information Technology and Community Development. The City has several bargaining units that represent employees in the collective bargaining process.
- The City enjoys a collaborative working relationship with Northern Illinois University (home to 17,000 students) initiating the Proudly DeKalb (ProudlyDeKalb.com) community marketing campaign that includes residents, businesses and nonprofit organizations as well.

Candidates must have a bachelor's degree. A Master's degree or other advanced degree is highly desired. In addition, candidates should have increasingly responsible executive leadership and management in local government or comparable field. Nontraditional candidates with experience in the private, nonprofit, military or other governmental sectors are encouraged to apply. A proven record in effective service delivery, financial management and creative problem solving, with an approachable, welcoming style with the community and staff is essential. Starting salary: \$150,000+/- DOQ with excellent benefits. Residency is required within 6 months of appointment. Apply electronically to govhrjobs.com with résumé, cover letter, and contact information for 5 professional references by October 8, 2018 ATTN: Heidi Voorhees President, GovHRUSA.



DeKalb's History

The area today known as DeKalb has a long, colorful history that began to unfold in the early 1800s. Settlers from the east coast were attracted to the area by the rich farmland and abundant natural resources. Agriculture was the primary economic activity. The area began to grow and develop with the arrival of the Chicago and North Western railroad in the mid-1800s. The area's prime location brought easier shipping of local crops to larger markets such as Chicago. DeKalb was incorporated as a Village in 1856 and then as a City in 1877.

In 1873, local farmer Joseph Glidden developed barbed wire and began commercial mass production of his new invention designed to manage animals in large pastures. However, another entrepreneur later claimed to invent barbed wire. After 18 years of legal wrangling, Glidden's patent was declared the "winner," thereby assuring DeKalb a place in history and the nickname "Barb City." The DeKalb County Farm Bureau, the first organization of its kind, was established in 1912. In the 1930s, the DeKalb AgResearch Corporation marketed its first hybrid seed corn.

The founding of Northern Illinois State Normal School in 1895 permanently changed DeKalb's landscape by adding education, cultural, and sporting events to complement and enhance the lifestyle of DeKalb residents and visitors. The 756-acre campus became known as Northern Illinois University (NIU) in 1957. Today NIU is home to 17,000 students and is the largest employer in DeKalb.



DeKalb Today

DeKalb has evolved from primarily an agribusiness and manufacturing town, into a regional economic engine. With its access to the I-88 High Tech corridor and to the I-39 Logistics Corridor, the City is home to large distribution facilities such as those for Target, 3M, Nestle, Goodyear, and Panduit. The City's location and the research capabilities offered by NIU have made DeKalb an attractive location for high technology companies such as Monsanto, LMC Adiabatic and SCA/Alloyd. Also, the City-owned DeKalb Taylor Municipal Airport is a full-service airport that offers four (4) runways (longest: 7,025) for general aviation, cargo and corporate access as well.

The City offers a variety of cultural and entertainment opportunities, as well as a picture-perfect destination for family recreation, unique dining, major retailers, and leisurely shopping along its Main Street. The Kishwaukee River flows northward through the city, offering recreational opportunities. The community has an outstanding school system. The DeKalb Public Library has served the community for more than 100 years and recently underwent an extensive, \$27M expansion project (grants and public/private partnership efforts).

The City offers housing opportunities that range from single-family homes on unique tree-lined residential streets, as well as multifamily dwellings of apartments or townhomes. Northwestern Medicine Kishwaukee Hospital, operating a state of the art facility in DeKalb County, is currently completing a \$46 million Health and Wellness Center.

Residents and visitors can take advantage of a number of community festivals and activities throughout the year including Kite Fest, a Farmer's Market every Thursday from June through September, Corn Fest in August, Kishwaukee Fest/Baconpalooza and many, many more. There are active community gardens and a bandshell that hosts the DeKalb Municipal Band on Tuesday nights in the summer. Notably, the DeKalb Municipal Band is the oldest continuously playing community band in the country. The Egyptian Theater is a beautiful art deco historic working theater in the downtown that has hosted Presidents Kennedy and Reagan as well as First Lady Eleanor Roosevelt. Each July 4, the City of DeKalb hosts food vendors and a concert at Hopkins Park where residents and visitors can view the fireworks. The City is also a bronze level Bike Friendly Community and is actively building trails to achieve connectivity throughout the region for bicyclists of all ages.

The DeKalb Park District is a separate taxing entity with an elected board that operates the City's 44 neighborhood, passive and linear parks, two golf courses, the Hopkins Park Pool and Community Center, Nehring Center for Culture and Tourism and the Ellwood House Museum and Park. In addition, the Park District offers recreational programming for residents of all ages.

The City truly is a community where residents can work, play and live in a setting that combines the best of rural, urban and suburban living.

Fast Facts

Year Incorporated – 1856

Population – 43,849

Land Area (sq. miles) – 12.6

Park Acreage – 700

Median Age – 24.1

Median Household Income – \$40,859

Median Home Value – \$152,372

The Municipal Organization

DeKalb operates under a Council-Manager form of government. The Mayor is elected at large for a four (4) year term. The City Council consists of seven (7) Council members. The Mayor serves as the City's Chief Elected Officer and performs other traditional statutory functions. The City Council approves the annual municipal budget and decides on taxing levels to fund municipal services. In addition, the Council establishes policies, goals, and objectives to direct the City's growth and development, and adopts ordinances, rules, and regulations as necessary for the general welfare of the community and its visitors. The City Council generally meets on the second and fourth Mondays of each month.

The City Manager directs the day-to-day services and operations of the City. The department heads are appointed by, and report to, the City Manager, who is responsible for executing the City Council's policies, ordinances, resolutions and service objectives, and works with the Mayor, Council members, City staff and citizens to establish and implement long-range goals and objectives.

The City has a \$90 million total budget for FY 2018. A total of 201 full-time and 46 part-time employees assure the delivery of efficient and effective day-to-day municipal services. DeKalb provides the full range of traditional City services through its various departments which include Police, Fire, Public Works, Community Development, Human Resources, Finance and Information Technology. Currently, there are three (3) unions in the City: IAFF, FOP, and AFSCME.



Challenges/Opportunities for the DeKalb City Manager

- The next City Manager will continue to focus on DeKalb's economic revitalization and capitalize on the momentum. Within the last year, DeKalb competed for a \$1.6 billion Toyota/Mazda manufacturing plant. DeKalb was the number one site in the state of Illinois. Though the plant ended up in Alabama, the City competed well and is ready to move forward again when the opportunity arises.
 - The State of Illinois' financial condition has impacted communities and institutions of higher education throughout the state. Northern Illinois University has lost enrollment and state funding which in turn impacts the City of DeKalb's economy. The City maintains its reserves of 25% of the General Fund but is still facing a structural deficit. The next City Manager will work closely with the Mayor and Council to address the City's financial challenges while maintaining appropriate reserve levels.
 - The City Manager must be able to work productively and effectively with the County, Township, NIU, Park District and other community partners to share services when possible, coordinate events and collaborate on solving issues that impact the whole community.
- The City recently completed a planning study of the Annie Glidden North Corridor of the City in an effort to make that area a more vibrant, safe, walkable and economically viable place to live. The Annie Glidden North Revitalization Task Force has appointed subcommittees to focus on implementation of the recommendations. The next City Manager can expect to work with elected officials, City staff and other stakeholders to address the issues that impact this neighborhood.

Education, Skills and Abilities for the City Manager

Successful candidates will be collaborative leaders who listen, build relationships and embrace diversity. They will have a positive outlook and be genuinely excited with being an integral part of DeKalb's future success. Candidates will ideally have experience with organizations similar in size and demographics to DeKalb and be skilled in finance, economic development and collective bargaining. Candidates with experience in the private sector, the nonprofit sector or the military are encouraged to apply.

The starting salary range is \$150,000+/- DOQ with excellent benefits. Candidates must reside in DeKalb within six months of appointment to the City Manager position.

Specific Qualifications

While the following qualifications are ideal, the City is open to nontraditional candidates who have developed leadership and management skills outside of the local government sector.

Candidates must possess a bachelor's degree. A master's degree or other advanced degree is highly desired. Candidates must have increasingly responsible leadership experience in a complex organization.

Candidates must have the ability to develop an effective, collaborative working relationship with the Mayor and City Council and City department heads. An approachable, team-oriented style will be key to the success of the next City Manager. In addition, candidates must possess demonstrated leadership and management skills with the ability to establish strong working relationships with staff at all levels of the organization.

Candidates will ideally have experience in finance and budgeting, understanding the complexities and challenges

of municipal budgeting in an environment of increasing expenses and decreasing revenues.

Candidates will ideally have experience in economic development with the ability to leverage state and federal funds, strategize creatively regarding redevelopment options, structure incentive packages and provide appropriate oversight of municipal regulatory processes ensuring an efficient permitting process.

Candidates should have successful human resource management and collective bargaining skills with experience in contract negotiation, grievance processes and promotion and discipline in a unionized environment, with a record for fairness in dealing with all employees.

Candidates will be committed to recruiting for a diverse workforce that reflects the demographics of the community.

Candidates should have experience in process improvement and in the evaluation of municipal services ensuring that high-quality services are offered in a cost-effective manner; candidates must be skilled in an inclusive approach to process improvement and in effectively rolling out change.

Candidates should have strong strategic planning skills with the ability to organize, plan and implement multi-faceted projects that include numerous municipal partners as well as state, federal and regional organizations.

Candidates must have the ability to form key partnerships with other units of government, particularly the schools in order to effectively address budget and finance issues.

Candidates must have strong written and oral communication skills and should have the ability to tailor communications and presentations to connect and effectively communicate with a variety of audiences.

Characteristics and Traits for the City Manager

Candidates must have a reputation for personal and professional integrity, trustworthiness, and for leading an organization by example and conducting all personal and professional interactions honestly, fairly, and ethically.

Candidates should be politically savvy, not political, and must have the maturity, self-confidence, and strength of

professional convictions to provide administrative insights and counsel to the Mayor, City Council and staff; and be able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.

Candidates must be able to create an environment dedicated to teamwork and empowerment by seeking input from key staff and then setting the course for the Department Heads to follow with clear expectations and allowing Department Heads to manage and produce results.

Candidates must be skilled listeners willing to hear a different point of view or be apprised of the historical context of some issues.

Candidates must be able to deal with adversity and differing opinions without taking personal offense.

Candidates must be comfortable with and seek out community interaction and engagement, participating in community events and being accessible to the residents and businesses in DeKalb, genuinely embracing the DeKalb community. Candidates should expect to engage in ongoing, regular dialog with community members.

Candidates should be able to think strategically and articulate a vision for the organization and to work with a diverse group of stakeholders. Candidates must be willing to listen to new ideas; be innovative and creative when addressing those ideas and other issues.

Candidates must have well-developed customer service skills, leading by example and reinforcing responsiveness throughout the organization.

Candidates must display a strong work ethic and an optimistic “can-do” attitude when addressing the complex issues facing city governments in Illinois.

