



VILLAGE OF
Glen Ellyn
ILLINOIS

ASSISTANT VILLAGE ENGINEER



EXECUTIVE RECRUITMENT



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THE POSITION IN BRIEF

Village of Glen Ellyn, IL (population 28,846) is seeking qualified public works and/or civil engineering professionals as candidates to be the Village's first Assistant Village Engineer. The Assistant Village Engineer will report directly to the Village Engineer and assist the Village Engineer with the administration of division operations that includes personnel management and the oversight of significant capital improvement projects.

Primary duties include:

- Direct supervision of engineering personnel.
- Administration and oversight of a robust \$110,000,000 5-year Capital Improvement Program.
- Assist the Village Engineer with the day-to-day operations of the Engineering Division.
- General administrative duties to include budget oversight.
- Maintain regular contact and good working relationships with consulting engineers, construction project engineers, municipal partners, and the public.

The Director of Public Works is seeking an Assistant Village Engineer that embraces the core values of the Department:

- Be Bold
- Be True
- Learn Fast
- Give Back
- Win Together



COMMUNITY



Glen Ellyn, Illinois (pop. 28,846) is primarily a residential community with strong commercial districts supported by a progressive, responsive local government. This home rule Village is located 23 miles west of Chicago and is one of the area's premier suburbs. Glen Ellyn residents enjoy access to local amenities, great employment opportunities, niche arts and entertainment options, and a historic, vibrant downtown filled with retail shops and restaurants. The Roosevelt Road commercial area features several nationally recognized stores and is the major commercial corridor.

Founded in 1834, Glen Ellyn is situated around beautiful Lake Ellyn, once a renowned vacation destination. Today this scenic village is a thriving community with a mix of well-maintained homes which have a variety of architectural styles set among rolling woodland hills. Nature lovers can enjoy Glen Ellyn's 29 parks, the Willowbrook Wildlife Preserve, the Village Links Golf Course (owned and operated by the Village) and access to both the Illinois Prairie Path and Great Western Trail. The Morton Arboretum and Center Ice Arena are just outside the Village limits. Known as the Village of Volunteers, Glen Ellyn has small-town charm and a sense of civic pride. More than 30 churches and numerous volunteer groups help to make up the fabric of this community.

Glen Ellyn is centrally located in DuPage County. Its proximity to Chicago makes it an ideal place to enjoy the best of both village and suburban life. Glen Ellyn residents have convenient access to major highways, commuter rail service, interstates and two major airports. They also have easy access to excellent medical facilities, major shopping centers, entertainment venues and outstanding restaurants.

Glen Ellyn also offers excellent educational opportunities. Glenbard South and Glenbard West High Schools rank among the best in the state. Glen Ellyn is home to the College of DuPage, which is the third-largest single-campus community college in the nation and the second-largest institution of higher education in Illinois. The College has an excellent public library and several cultural and sporting events that are open to the public. Also, the Glen Ellyn Public Library, the Glen Ellyn Park District, and the YMCA offer many activities and programs. The Village boasts a strong and independent Historical Society.

VILLAGE GOVERNANCE

The citizens of Glen Ellyn generally follow a New England style of governance by holding Town Meetings to select their candidates for local Village offices. While most Village Board candidates are slated through this Town Meeting process, a few candidates seek office as independents. The Village Board, as the governing body, consists of the Village President and six Trustees. The Village President is elected for a term of four years and by community tradition, the Village President serves one, four-year term of office. The Village of Glen Ellyn operates under the Council-Manager form of Government. The Village also utilizes a variety of advisory boards, commissions, and periodically, ad hoc committees to provide expertise and assistance to the Village Board in reaching policy decisions.

The Village of Glen Ellyn, a full service, 'AAA' rated home rule community, is governed by a Village President and six Trustees. A professional Village Manager oversees a staff of 132 full-time employees and 152 part time employees supporting the following departments: Police, Community Development, Finance, Human Resources, Information Services, Public Works, and Village Links Golf Course and Reserve 22 Restaurant. The calendar year budget calls for expenditures of \$72 million inclusive of planned capital and debt expense of \$27.1 million. The General Fund is \$22.5 million.

The Assistant Village Engineer is a new position that is being created during the planned expansion of the City's Public Works Department. The Village prides itself on its collaborative style of government that puts the ultimate good of Glen Ellyn as its main goal in every direction or decision. Glen Ellyn residents pride themselves on the quality of their highly responsive government services and distinctive amenities and programs. With many significant public improvements planned in the next few years, the community is positioned to remain one of the best places to live in Illinois.



GLEN ELLYN AT-A-GLANCE

Population: **28,846**

Land Area: **6.61** square miles

County: **DuPage**

Median Home Value: **\$465,200**

Median Household Income (in 2019 dollars):
\$118,208

Average Household Size: **2.58**

Households: **10,747**

Public Transportation: **Metra Train and
PACE Suburban Bus**

VISION STATEMENT

Glen Ellyn is a welcoming, engaged community where people want to live thanks to our vibrant downtown, diverse cultural offerings and exciting recreational opportunities — all provided in a safe, attractive environment for residents and visitors.

MISSION STATEMENT

Our mission is to support a high quality of life in Glen Ellyn. We do this through the equitable delivery of reliable, cost-effective services and by promoting a community of trust, respect and citizen involvement.



OPPORTUNITIES

Engineering Division Team Development: The Village's first Assistant Village Engineer will play a significant role in developing the Engineering Division. The division is being expanded to four.

Capital Project Oversight: The Assistant Village Engineer will play a critical role in overseeing the successful completion of more than \$110,000,000 in capital improvement projects that includes roads, water, and sewer.

Streetscape Development: The Assistant Village Engineer will be heavily involved in a significant four-phase street scape project that includes a new train station and a pedestrian underpass.

Bike Plan: The Assistant Village Engineer will be able to assist the Village in bolstering the Village Bike Plan.

POSITION REQUIREMENTS

- Knowledge, skill, and development equivalent to graduation from a four-year college or university with a degree in construction management, civil engineering, or a related field.
- A Professional Engineer (PE) is preferred, but not required.
- Five (5) years of previous progressively responsible experience in civil engineering or construction project management is required.
- Three (3) years previous supervisory, management, experience is required.
- Seven (7) to Ten (10) years previous experience is preferred.
- Considerable knowledge of civil engineering principles and collaborating with consultants.
- Knowledge of the principles and practices of supervisory management and positive employee relations.
- Outstanding project management skills with demonstrated experience in maintaining project schedules and budgets.
- Familiarity with Microsoft Office Suite and GIS.
- Ability to express ideas on technical subjects clearly and concisely, including public presentations to the Village Board and community stakeholders.





IDEAL CANDIDATE

In addition to the minimum qualifications, the Village hopes to attract candidates for the position that possess experience and demonstrated competency in the following categories:

- Communications
- Policy Development
- Project Management
- Problem Solving
- Technical Acumen with Municipal Infrastructure
- Contract Management
- Streets and Sidewalks
- Water and Sewer
- Bid lettings, request for proposals, and request for qualifications
- Public Speaking

In addition to the technical proficiencies listed above the preferred candidate will have the following personal attributes:

- Organized
- Likable
- Approachable
- Trustworthy
- Resourceful
- Team Player
- Focused
- Collaborative
- Visionary
- Analytical

SUCCESS

The Department of Public Works and the Human Resources Department described what success looks like for the Village's first Assistant Village Engineer:

- Willing to roll up their sleeves and help others out.
- Possess strong technical public works and engineering skillsets.
- Good communicator with residents, elected officials, and external partners.
- Willing to take on responsibilities.
- Able to think outside the box.
- Dedicated to the Village.
- Able to manage capital projects on time and in budget.



COMPENSATION AND BENEFITS

The anticipated starting salary range is between \$110,000 to \$120,000 + or – based upon education, previous experience, and professional achievement. This is a full-time, exempt position with the Village of Glen Ellyn. The Village offers an extremely competitive and comprehensive benefits package that includes medical and dental coverage (also available to dependents), life insurance, AD&D, IMRF retirement, tuition reimbursement, vacation leave, paid holidays, sick leave, and two floating holidays.

HOW TO APPLY

Interested candidates should apply immediately online with a resume, cover letter and contact information for five professional references by October 26, 2022. Electronic submissions are required.

Apply at: www.GOVHRjobs.com

For questions contact:

Jim Arndt, Vice President GovHR USA

Tel: 217-500-0770

The Village of Glen Ellyn is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to our success. We seek to recruit the most talented people from a diverse candidate pool and strongly encourage women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.



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