



City of Lake Forest **ASSISTANT CITY MANAGER**



GovHR USA
GovTEMPS USA

EXECUTIVE RECRUITMENT

City of Lake Forest ASSISTANT CITY MANAGER

[The City of Lake Forest](#) is seeking an Assistant City Manager to serve as an integral part of the executive leadership team, working closely with elected officials, staff members, and community partners to advance key City initiatives. Candidates for the position must be strategic thinkers and problem solvers. They must be detail-oriented while also being able to see the big picture. Excellent communication and project management skills, as well as an ability to facilitate collaboration across the organization are critical. **The City has a number of exciting [projects](#) underway.**

The Assistant City Manager is encouraged to be innovative and must be dedicated to a **creative and collaborative organizational culture**. Responsibilities of the position will include overseeing day-to-day operations of the Office of the City Manager, including Communications and the Clerk's office. **The Assistant City Manager will also serve as staff liaison to several City Council subcommittees and City Boards and Commissions.**

Lake Forest, IL (pop. 19,375). Beautiful, historic, family-oriented community seeks candidates for its next Assistant City Manager. Located 30 miles north of Chicago on the shore of Lake Michigan, Lake Forest is a AAA rated community known for its stunning landscape, excellent schools, and commitment to open space. Lake Forest is home to more than 1,200 businesses, from small boutique shops in its thriving downtown Market Square to corporations in Conway Park, including Abbott, Pfizer, Reynolds Consumer Products, the Chicago Bears, Trustmark, and many others. Lake Forest is known for its commitment to professional, progressive local government leadership.

CHOOSE LAKE FOREST

City Council and the community are supportive of City staff. City Council embraces long-term planning, including aggressive infrastructure and pension funding strategies. Rather than making short-term fixes, the City makes decisions with the long-term best interests of the entire community in mind.

Join a financially stable organization where staff are encouraged to be creative and given are provided the resources to try new things. Partner with a group of professionals that are passionate about innovation, which is highlighted in some of our recent projects:

- [The Hughes Gateway: Lake Forest Beach and Bluff Access Road Restoration](#)
- [Lake Forest Now App](#)
- [Deerpath Turf Fields Project](#)



19,375 Residents



Over
16.8 square miles



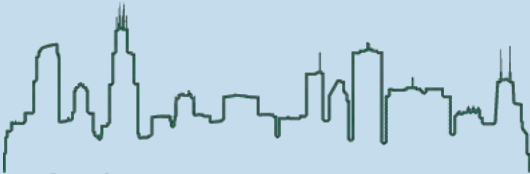
95% of the area zoned
single-family
residential



800 acres of
open space



More than
29
miles of trails



30 miles from downtown Chicago



2 Metra
commuter railroads



The City's Western Boundary
is the Illinois Toll Road (I-94)
with three interchanges
serving the City.



The City has a \$98 million total budget, which includes a \$39 million general fund budget. Lake Forest is a full-service city, including police, fire, public works, water production plant, community development, finance, human resources, innovation and technology, parks and recreation, senior center, youth center, cemetery, and golf course. The City has 210 fulltime employees, and a strong commitment to fiscal stewardship.



The City is home to Lake Forest College, a highly regarded private liberal arts college with 1500 students, Lake Forest Graduate School of Management and Northwestern Lake Forest Hospital, a world-class medical institution. The City is also home to a thriving theater life and Forest Park, a symphony, and the City's beautiful [lakefront beach](#). The City's commitment to open space is evident with more than 800 acres of free and open space to explore and more than 29 miles of trails for biking, hiking and walking.



Equity, Diversity, and Inclusion

The community and organization values equity, diversity, and inclusion. While the organization is generally reflective of the community, the City of Lake Forest has identified the goal of improving diversity within its employee population.



The Assistant City Manager is appointed by the City Manager. The City of Lake Forest has had four Assistant City Managers in the last 20 years, all of whom have gone on to Manager/Administrator positions.

Experience in local government process improvement and project management is highly desired. Candidates must possess a bachelor's degree in public administration, business administration or related field. A master's degree in public administration, business administration or similar field is highly valued. Residency in the City of Lake Forest is not required. **Starting salary range is \$120,000 to 160,000 +/- DOQ. Interested candidates should apply at once – the position is open until filled.** Application materials must include a resume, cover letter and contact information for 5 professional references to Heidi Voorhees, President, GovHRUSA. Electronic submissions at www.govhrjobs.com.



EXECUTIVE RECRUITMENT

www.GovHRUSA.com