



## LA GRANGE PARK, ILLINOIS FINANCE DIRECTOR



# EXECUTIVE RECRUITMENT





GovHR USA, LLC is pleased to announce the recruitment and selection process for **Finance Director for the Village of La Grange Park, Illinois**. The Village is seeking a collaborative and analytical finance professional to join their dedicated leadership team. This brochure provides background information on the Village of La Grange Park as well as the requirements for the position. Additional information about La Grange Park can be found on the Village's website: [www.lagrangepark.org](http://www.lagrangepark.org).

Candidates interested in applying for the position should electronically submit their résumé and cover letter, along with contact information for five (5) work-related references by June 24, 2022, at [www.GovHRUSA.com](http://www.GovHRUSA.com). Questions regarding this opportunity should be directed to the Executive Recruiter working with the Village of La Grange Park:

GovHR USA  
Maureen Barry, Senior Vice President  
Phone: 847-380-3240, x116

## The Community

La Grange Park, Illinois (pop. 13,475) is a charming, residential community located in the near west suburbs of Chicago. A proud bedroom community, La Grange Park is known for its excellent schools, accessible location, and stable political climate. The Village has a long history of professional management and fiscally responsible governance.

In its early days, La Grange Park, formerly known as the Park, was a quiet farm community. In 1943 a planning committee was formed to beautify and modernize the Village. The committee presented a plan recommending the Village act to create parks and recreation areas, a central shopping district (Village Market), and to expand municipal buildings. The committee pushed for street lighting, expansion of the police and fire departments, and new taxes to pay for these improvements.

Today La Grange Park has grown into an established and affluent bedroom community with historic homes and tree lined streets, including acres of recreational land, six parks, a modern library, five schools, convenient shopping, numerous clubs and organizations, and a mix of business and industry. The community provides professional government services and state-of-the-art facilities for its residents.

Young families are drawn to the award-winning schools (three public and two parochial) that serve the community. The Village also offers ample recreational opportunities, including over 24 acres of parkland, multiple Cook County Forest Preserves, and the beautiful Salt Creek Bike Trail. Community events such as the annual Concert Under the Stars series and National Night Out draw large crowds, while weekend block parties and the local swimming pool bring neighbors together.

With easy access to I-290, I-294, and I-55, and the nearby Metra commuter rail station, residents have only a short ride to anywhere in the entire Chicago metropolitan area. The community offers a diverse range of housing options, from \$100,000 condominiums to \$1 million homes. Recognized as one of the most stable housing markets in Cook County, in recent years the Village has seen a record amount of reinvestment in the community through home additions, renovations, and new home construction. La Grange Park residents and business owners enjoy the quiet neighborhoods, public amenities, and community spirit fostered by the rich history of the Village.

La Grange Park is an alluring, independent community providing its residents with all the amenities of modern life while maintaining the tranquility of a bygone era.

# SNAPSHOT

## Demographics and Amenities

Population: **13,475**

Land Area (square miles) **2.23**

County: **Cook**

Median Age: **41.5**

Median Home Value: **\$364,400**



Median Household Income (2020 dollars): **\$107,945**

Average Household Size: **2.62**

Households: **4,917**

Land Use: **93% Residential**

Public Transportation **Metra Train and Pace Bus**



## EDUCATION

Young families continue to be drawn to the area for the exceptional School Districts that serve the community. Each School District offers a variety of quality education opportunities.

[La Grange School District 102](#)

[Brookfield La Grange Park School District 95](#)

[Lyons Township High School District 204](#)

[Nazareth Academy](#)

There are also two community colleges that serve La Grange Park residents and are nearby:

[Triton College](#)

[College of DuPage](#)



## PARKS

La Grange Park encompasses 2.23 square miles, which includes six (6) parks that are maintained by the [Community Park District of La Grange Park](#). The mission of the Park District is to encourage a healthy lifestyle by providing appropriate parks and facilities, affordable, accessible, and meaningful recreational and instructional programs and services.



Many of La Grange Park's neighborhoods enjoy walkable access to the many retail and restaurant opportunities offered both within and just outside of the community. Much of La Grange Park is walkable to one of three nearby [BNSF Metra stations](#), making the community a desirable location for commuters to downtown Chicago. With several local schools, children enjoy the opportunity to walk or bike to school each day.



The [La Grange Park Library](#) is a welcoming and inclusive community center connecting residents to information, cultural, and educational resources.



**Interstates  
I-290, I-294, and  
I-55 are easily  
accessible from  
La Grange Park.**



# Village Government in La Grange Park

La Grange Park employees work in a culture of care focused on supporting services that offer their residents a high quality of life.

The new Finance Director can expect to join a highly functional, progressive, and productive leadership team. The leadership team (elected and staff) has earned community confidence functioning within a high level of political stability.

La Grange Park is governed by a Village President and six (6) trustees, who are elected at-large to serve four-year overlapping terms. La Grange Park operates as a Council-Manager form of government. The Village Board is responsible for establishing policy, which is then implemented by an appointed Village Manager and professional staff. The Village is a non-home rule municipal corporation and provides a full range of municipal services. Specifically, the Village provides police and fire protection, water storage and delivery, sanitary and storm water conveyance, maintenance of roadways and infrastructure, code enforcement, planning, zoning, building inspection, economic development, finance, and general administrative services. The Village has 42 full time employees and 76 part time employees (16 FTEs), including two (2) unions. The Finance Director and all other department heads report to the Village Manager. The Village staff routinely works in concert with surrounding communities on various initiatives and projects.

<b>Full Time Employees:</b>	<b>42</b>
<b>Part Time Employees:</b>	<b>76</b>
<b>Total Budget:</b>	<b>\$21.7 Million</b>
<b>General Fund Budget:</b>	<b>\$10 Million</b>



The Village's [budget](#), inclusive of all funds, is approximately \$21.7 million. The general fund is about \$10 million. There are two (2) active TIF Districts and four (4) Business Development Districts. The Village has a 'AA+' Bond Rating. The Village's revenue sources have performed well in response to the Covid-19 pandemic, and given federal funding received to assist with costs related to the pandemic, the Village is on solid financial footing.

Almost every year, the Village Board gathers for a [strategic planning](#) workshop to review and discuss key issues concerning the quality of life for their residents. Through the strategic planning process, the Village Board has identified the following goals that guide the governance of the community:

- Maintain Fiscal Responsibility with Sound Budget Practices.
- Improve and Maintain Infrastructure and Roads.
- Attract, Retain, and Expand Business.
- Broaden Communication Practices, Methods, and Outreach.
- Pro-Actively Plan for Our Future While Honoring our Community History, Character, and Quality of Life.
- Leverage Staff, Equipment, and Technology Resources to Maintain and Enhance Services.

These goals guide the Village of La Grange Park, the budget process, and the focus and time of staff members.







## Local Economy

As a primarily residential community, property tax is the Village's largest source of general revenue at approximately 40% of the General Fund Budget. As a non-home rule municipality, the Village's ability to increase property tax is constrained by the state of Illinois' Property Tax Extension Limitation Law (PTELL).

There are two major commercial areas in the Village, the Village Market Shopping Center (which serves as a town center and includes retail, office, and medical establishments) and another area to the north on 31st Street (featuring a variety of restaurants, antique shops, hardware store, and an assortment of professional and medical offices). Industrial uses are generally limited to land adjacent to the Indiana Harbor Belt Railroad. The Village also is the site of two large senior living facilities, Bethlehem Woods and Plymouth Place. Sales taxes comprise about 6% of the Village's General Fund Budget and are limited by the availability of commercial space. The Village established two tax increment financing districts (TIFs) and four business districts in 2017 to promote additional commercial activity.

The surrounding Chicago metropolitan area attracts a broad spectrum of employers. The Village has historically experienced lower unemployment rates compared to state and national rates. Median household income for the Village is \$107,945 (in 2020 dollars) according to U.S. Census estimates, compared to \$67,886 in Cook County and \$68,428 for Illinois.

## Position and Department in Brief

Appointed by and reporting to the Village Manager, the Director and [Finance Department](#) staff are responsible for accounting, financial reporting, budgeting, cash management and investments, cashiering, utility billing, accounts payable, and payroll processing. The Director also serves as the Village Treasurer.

The Director currently has four direct reports within the Finance Department, one Accounting Specialist and three Fiscal Assistants. The employees handle the front counter interactions with residents, including the sale of vehicle stickers, permits and business licenses. They also are responsible for utility billing, accounts payable/receivable and payroll, as well as other traditional finance department duties. The department employees are a reliable team, pitching in to help one another as well as other departments when needed.

The next Director must sustain the Department's reputation for high integrity, excellent customer service, and team dedicated culture within the department and with other departments .



## Primary Position Responsibilities

The essential job functions of the Director include but are not limited to:

- Plans, organizes, and directs the management and administration of the Village's financial operations and record keeping in compliance with federal and state statutes and Village ordinances.
- Supervises, trains, directs, develops, and evaluates department personnel, and monitors all activities and operations of the department; set goals and objectives, and establishes guidelines for performance.
- Develops systems, policies, and rules and regulations for transacting financial matters; directs general accounting activities and develops and maintains internal control systems.
- Serves as the Village Treasurer. Manages and administers the investment of Village funds.
- Prepares financial studies, revenue and expenditure estimates, and other reports as requested by the Village Manager and required by law.
- Advises the Village Manager, Village Board, and other officials on fiscal management.
- Assists in the preparation of the annual budget including forecasting revenues; prepares the tax levy ordinance; monitors budget performance.
- Coordinates preparation for the annual audit; prepares all necessary journal entries, audit schedules, and statistical schedules for the annual financial report; prepares the supplemental financial report .



## Challenges and Opportunities

In addition to the responsibilities listed in the *Primary Position Responsibilities* section, the next Director can expect to work closely with the Village Manager, Village President, Board of Trustees, and staff on the following issues:

- Evaluation of the growth of the Finance Department and potential restructuring options to ensure the Department is properly staffed and situated to meet the needs of the community.
- Preparation for an upcoming referendum in 2026 to ensure funding is available to finance needed capital improvements.
- Continue to seek out innovative revenue ideas to assist the Village in maintaining its high level of services without significant tax increases. This includes a continuous evaluation of fees, assistance in seeking out grants, and staying current on new and emerging capital financing options.
- Assist in the development of a long-term financial plan to address infrastructure needs. Continue the Village's practice of taking a long-range view of finances, with an eye toward fiscally conservative, yet cost-effective financing.
- Implementation of new technological advances and further expansion of the Village's electronic payment processes, where appropriate. Over the last five years the Village has focused on modernizing technology, including e-payment options, and is interested in examining other opportunities.



## Education and Experience Requirements

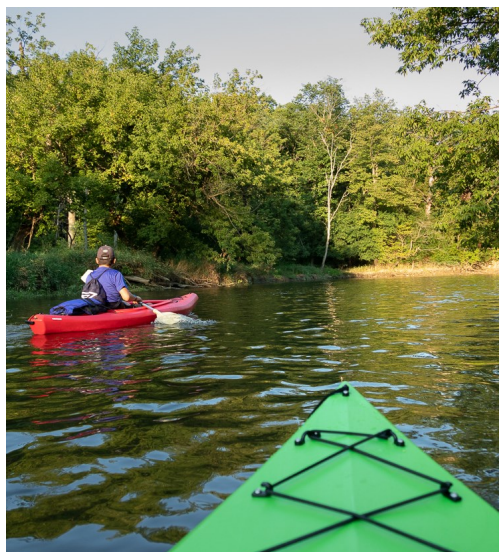
The Village is seeking an experienced and progressive Director to lead the Finance Department. The successful candidate will have the following:

- Bachelor's degree in finance, accounting, public policy, business, or related field.
- Five (5) years of increasingly responsible experience in public or private accounting or finance, ideally with three (3) years of management/supervisory responsibility, preferably in local government.
- Strong accounting skills desired. Master's Degree, CPFO or CPA designation, or knowledge, skills and abilities equivalent to is preferred. Strong oral and written communication skills, strategic planning abilities, and a demonstrated proficiency and enthusiasm for working closely with elected and appointed officials.

## The Ideal Candidate

In addition to the requirements listed above, the Village is seeking candidates with the following traits:

- Thorough knowledge of and experience in municipal accounting, budgeting, and debt management; familiar with current and emerging issues in municipal finance.
- Demonstrable track record of writing clear and concise reports with the ability to translate complex Village finances into lay person's terms.
- Strong financial management abilities involving long-range revenue and expenditure forecasting, capital improvement financing, budget development and implementation, and administration of federal and state grants.
- Conservatively creative problem-solving skills and willingness to assist elected and appointed officials and other municipal department staff with their issues, questions and challenges.
- Committed to professional development and continuing education for Finance Department employees.
- Knowledgeable about technology and financial application software as they pertain to the Finance Department and other Village Departments; accustomed to using a variety of personal computer applications including Excel, PowerPoint, and Word.
- Familiar with current customer service technology applications, including on-line bill payment processes and use of credit cards to pay bills.
- Demonstrated history of providing complete and accurate information, made available to all on a timely basis.
- An open, friendly personality and management style, with the ability to quickly establish trust with others.
- A calm demeanor during times of stress, providing thoughtful guidance to employees, department heads and elected officials.







# LA GRANGE PARK, ILLINOIS

## FINANCE DIRECTOR

### Compensation and Benefits

The anticipated starting salary is \$125,000 - \$135,000 +/- DOQ. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage (also available to dependents), life insurance, and optional 457 plan participation. The Village also offers paid vacation, holidays and sick leave. The Village does not have a residency requirement.

### How to Apply

Apply online at [www.govhrjobs.com](http://www.govhrjobs.com) with a resume, cover letter, and contact information for five professional references by June 24, 2022. Questions about the position are encouraged and may be directed in confidence to Maureen Barry, Senior Vice President, GovHR USA at 224-380-3240, x116.

The Village of La Grange Park is an Equal Opportunity Employer .



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[www.govhrusa.com](http://www.govhrusa.com)

