

Executive Recruitment for

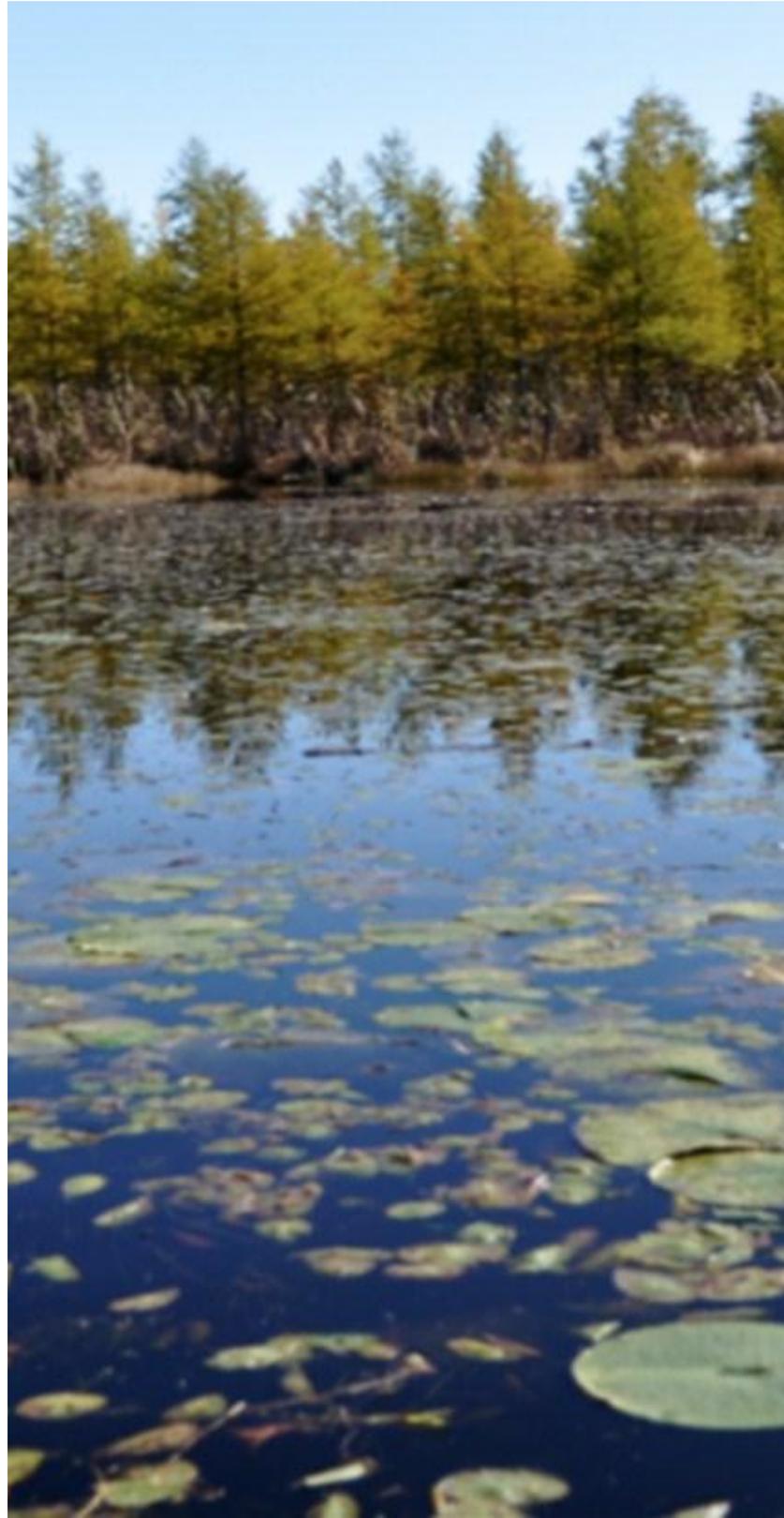
LAKE COUNTY, ILLINOIS

GovHRUSA, LLC is pleased to announce the recruitment and selection process for Director of Finance/CFO for Lake County, Illinois (pop. 703,462). This brochure provides background information on this opportunity, life in Lake County, the Lake County organization and expected qualifications for the position. Interested candidates should submit a cover letter, résumé and contact information for five work-related references at once to www.govhrusa.com/current-positions/recruitment. Resume review will begin immediately with interviews taking place in May. Please call 847-380-3240 or email Heidi Voorhees at HVoorhees@GovHRUSA.com with any questions about this position.

Heidi Voorhees, President

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DIRECTOR OF FINANCE / CFO



PROFESSIONAL ANNOUNCEMENT

Lake County, Illinois DIRECTOR OF FINANCE/ CFO

Lake County, IL (pop. 703,462) located in northeastern Illinois along the shore of Lake Michigan, 30 miles north of Chicago, seeks a progressive local government finance executive with proven leadership skills as candidates for its next Director of Finance/CFO. Lake County residents enjoy a tremendous quality of life that provides just the right balance between work and play – from beautiful recreational areas and waterways, outstanding forest preserves, to superb shopping experiences, and other entertainment venues, to top notch schools, and global industry that help make its economy strong. Lake County promises the comforts of the suburbs with the pleasure of the city. To learn more about what makes Lake County special, visit www.LakeCountyLife.org.

Please consider the following information about this exciting position:

Lake County is a large, complex organization consisting of more than 30 departments and divisions that provide services including law enforcement, water and sewerage treatment, public health, criminal justice, transportation, public works, land use planning, building inspections, and emergency management. The county is professionally managed by an appointed County Administrator, has 2,700 employees, a \$500 million budget and is governed by a 21-member elected Board. Lake County maintains AAA ratings from Moody's and Standard and Poor's and annually receives GFOA recognition for the Budget and the Audit.

Reporting to the County Administrator, the CFO an integral part of the executive team. We seek someone who does more than balance budgets and provide fiscal oversight. We want someone who looks to the future, manages long term fiscal plans, works to identify strategies to improve performance and the outcomes for the people we serve. The CFO collaborates with the elected and appointed officials on budgets, daily operations and operating



strategies. The County has enacted strong policies and procedures reflecting its fiscal discipline.

This is a key leader in our management team. The incumbent spent over 15 years in this position and left for an amazing opportunity to be the CFO in a world class non-profit. This position also could lead many different projects and functions. It directly oversees Budget, controller, purchasing, support services, and internal audit. It also serves in a leadership role on projects such as ERP implementation, bond issuance and management, tax incentives, TIF projects and many, many more.

Minimum requirements include a bachelor's degree in finance, accounting, business, public

administration, or related field, with an MPA/MBA or CPA desired. Position further requires ten years' experience of which eight years is progressively responsible experience in government budget, finance and accounting activities. Candidates must also have excellent communication skills with the ability to work collaboratively and effectively with professional staff throughout the county organization.

Starting salary range is negotiable but in the hiring range of \$160,000 - \$175,000 depending on qualifications and experience. Send resume, cover letter, and contact information for five professional references at once to www.govhrusa.com/current-positions/recruitment to the attention of Heidi Voorhees President GovHRUSA, LLC, 630 Dundee Road #130, Northbrook, IL 60062 Tel: 847-380-3240. Resume review will begin immediately, interviews expected to occur beginning of May, 2018, but the position will remain open until filled.

LAKE COUNTY, ILLINOIS

Lake County offers a quality of life that is unmatched for young professionals, families and corporate executives alike. Lake County is home to more than 700,000 residents and 28,000 businesses ranging from small family-owned businesses to major corporations including Abbott Laboratories, Baxter Healthcare Corporation, Takeda Pharmaceuticals North America and the Vista Health

System. The County includes charming rural communities, thriving urban and suburban communities, pastoral unincorporated areas, and exciting entertainment and shopping venues. There is also a wide variety of recreational opportunities found through the miles of Lake Michigan shoreline, the Chain O'Lakes and the highly acclaimed Lake County Forest Preserves system. Located along the shore of Lake Michigan 30 miles north of Chicago and 40 miles south of Milwaukee. In addition to Lake Michigan, Lake County is home to 170 other lakes and rivers, 400 miles of streams and thousands of acres of wetlands and preserved wildlife areas.

The county seat is in Waukegan. In addition to unincorporated areas, the county has 52 municipalities including Highland Park, Lake Forest, Lake Zurich, Barrington, Fox Lake, Deerfield, Libertyville, and many others. Gurnee is home to Six Flags Great America, Gurnee Mills Shopping Mall and the Great Wolf Lodge and Water Resort. Other Lake County attractions include the Ravinia Music Festival, a large outdoor entertainment venue in Highland Park, the North Point Marina in Winthrop Harbor, and the Waukegan Harbor. Lake County is also home to the Great Lakes Naval Station, the United States Navy's Headquarters Command for Training and the Navy's only recruit training center. Lake County's public school districts are listed among the best in the state, with many of its schools ranking among the best in the nation.

Additional information about Lake County can be found on the county's website: www.lakecountyil.gov.



The County Organization

Lake County is governed by a 21-member elected Board who serve either a four-year or two-year term. The Board serves as the legislative body of the county government. The County spends more than \$500 million annually and allocates funding to more than 30 departments and divisions, comprised of 2,700 employees that provide services including public works, law enforcement, health care, transportation and criminal justice. There are also eight independently elected officials responsible for their respective departments. The County Administrator is appointed by the County Board and serves as the Chief Administrative Officer with oversight of all appointed department heads.

Department of Finance and Administrative Services

The Department of Finance and Administrative Services, has approximately 20 full time or part time personnel, providing financial support to departments, elected officials and the public. This includes assisting Lake County staff in purchasing products and services and providing fiscal and budgetary services. The department works to attain and maintain balance between long-term stability and customer satisfaction in support of Lake County's strategic goals. The Department is noted for the quality of services and excellence in financial reporting as evidenced by years of GFOA Awards for Distinguished Budget and CAFR Presentation and the County's prestigious AAA bond ratings from Moody's and Standard and Poor's. (The County has maintained a strong fiscal position in spite of the financial struggles the State of Illinois has undergone in the past few years.) The Finance and Administrative Services Department conducted a customer experience survey for the first time in 2015. In summary, the surveyed respondents identified services provided by the Department as "Excellent" or "Good".

The Department of Financial and Administrative Services provides a wide range of services beyond what may be considered typical for a finance department. Included in the responsibilities of the Department of Finance and Administrative Services are the following:

Accounting: The Department is responsible for preparing and managing the County's annual financial statements, provides accounting oversight for departments, monitors and audits payments to vendors.

Budget: The Department maintains monthly expense reports, audit reports, tax rate information. It also develops and compiles the fiscal year budget; a complex policy document that sets priorities, shapes service delivery, and impacts all areas of county government.

Purchasing: The Department assists County departments and agencies in purchasing required goods and services, ensures an open and competitive bid process and strives to increase awareness about business opportunities, while maximizing participation from Lake County businesses.

Support Services: The Support Services Division of the Department is responsible for the internal print center, mail center and delivery services; providing high volume printing capabilities with digital equipment for producing documents. (The reporting structure of this division may change).



The Director of Finance/ CFO Position

The Director of Finance/CFO is considered a key member of the executive management team. The Director of Finance/CFO will have expertise in government finance, ability to monitor and advance complex internal and external interrelationships, provide oversight, direction and supervision of the county's fiscal strategies and be capable of developing enduring and reliable partnerships with the county's appointed and elected leaders. In addition, the Director of Finance/CFO will:

Oversee and direct the development, execution and monitoring of the annual budget, ensuring the county's history of fiscal discipline continues.

Lead the development and implementation of the County's overall financial plans, policies, procedures and budget; periodically reviews and coordinates the revision of County financial policies.

Provide leadership and direction for the division managers to fulfill the internal service role with a high level of customer service while effectively monitoring the county's fiscal policies and procedures as they are implemented throughout the county organization.

Provide direction for Budget Analysts conducting financial and programmatic analyses including return on investment, cost benefit analysis and service delivery efficiency reviews.

Develop strong relationships with department leadership team working as partners to provide financial review and reporting. Monitors financial operations in compliance with the approved budget and ensures modifications are required and appropriately executed. Be able to develop effective working relationships with elected department heads which is unique to county government.

Provide financial information concerning County operations, including financial accounts, revenues, and expenditures to the County Administrator, the Financial and Administrative Committee and the County Board. It is particularly important that candidates have well developed presentation skills with the ability to discuss financial information and answer questions from County Board members at public meetings.

Ensure continuing departmental effectiveness through selection, training, development and motivation of a competent staff.

CANDIDATE QUALIFICATION CRITERIA

The successful candidate will have both the technical competence to lead the complex functions of a department with diverse responsibilities and be able to strategically and diplomatically provide independent expertise and opinion to the County Administrator, County department directors and elected office holders, Committees and the Board. The ideal candidate will approach this position with energy, intellect and enthusiasm, and look for the opportunities afforded by this position to enhance their professional growth and development.

Ideal candidates will be dedicated public servants with enthusiasm for transparent, effective government. The following education, experience, leadership and

management criteria have been identified by Lake County as important skills and abilities for candidates to possess and demonstrate.



Education and Experience (not in order of importance)

Successful candidates will:

Have a bachelor's degree in finance, accounting, business, public administration, or related field, with an MPA/MBA or CPA highly desired.

Have a minimum of ten years' experience of which eight years is progressively responsible experience in government budget, finance and accounting activities.

Have strong written and oral communication skills and be able to work collaboratively and effectively with elected officials, management, employees and residents. Candidates will be able to prepare and present concise written communications including financial reports, memoranda, letters and emails.

Be able to work well under pressure; be effective and responsive to a fast paced and changing environment; have the ability to manage a wide variety of projects at one time.

Have a history of and be able to demonstrate significant accomplishments in complex financial oversight and leadership; have the ability to interact with elected officials, senior staff, committees and organizations in the development and implementation of County goals and objectives; ensure that elected officials have the information they need for effective policymaking discussions.

Have a record of strategic thinking with the ability to foresee the possible outcomes of potential courses of action including the ability to look at the risk/reward of various alternatives.

Have strong analytical skills with the ability to examine programs, budgets and proposed policies for efficiency and effectiveness; candidates must approach local government with a desire to improve processes and procedures in a thoughtful way that inspires the highest quality of effectiveness.

Have strong supervisory skills with demonstrated experience in leading through subordinates, assigning projects with timelines and ultimate accountability for effective implementation.

Strive for excellence; have an understanding of process improvement and promote efficiencies gained through technology and other financial best practices.

Be dedicated to the principles of "Excellence in Financial Reporting".

Leadership Skills and Management Style (not in order of importance)

Successful candidates will:

Possess and display absolute integrity and honesty in all interactions.

Be able to establish lasting credibility with the County Administrator, county department heads and elected officials; Possess a style based on confidence in oneself and in employees that will quickly earn respect, trust, and credibility.

Be able to effectively implement new strategies in a diplomatic manner, understanding when it is appropriate to collaborate and when it is necessary to stand firm; able to demonstrate an approachable style, one that communicates effectively and with foresight and strategic planning in mind.

Be strategic with their general approach, and yet have a willingness and ability to learn and understand detailed operations. Candidates will cultivate a positive environment for change; develop an organizational adaptability and resilience to provide the highest levels of service to the community.

Have the maturity and self-confidence to diplomatically present professional views, concerns, and implications of proposed policy actions that may be under consideration, while also being committed to carrying out directions in a timely, professional and impartial manner.

Be an independent leader, manager and advisor; able to lead initiative understanding the complex relationships and responsibilities of the Director of Finance/CFO able to be flexible and adjust the approach to be effective.

Possess strong interpersonal skills, with a demonstrated ability to work and interact openly and effectively with all. Be approachable and friendly in interactions with employees. Be able to adapt to and make use of the values of differences in the workforce.

Possess an appropriate sense of humor and a sincere interest in enjoying one's work and providing a positive work environment for employees.

