



Announces a Recruitment For

CITY ADMINISTRATOR

For THE CITY OF LINCOLN, ILLINOIS

GovHR USA, LLC is pleased to announce the recruitment and selection process for City Administrator for the City of Lincoln, Illinois. This brochure provides background information on the City of Lincoln as well as the requirements and expected qualifications for the City Administrator's position. Additional information about Lincoln can be found on the City's website: www.lincolnil.gov.

Candidates interested in applying for the position should submit their résumé and cover letter, along with contact information for five work-related references by February 23, 2018.

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Formal applications should be submitted to:

www.govhrusa.com/current-positions/recruitment



PROFESSIONAL ANNOUNCEMENT

Lincoln, IL (14,500) Vibrant, historic community seeks candidates to apply for the position of City Administrator. The City of Lincoln is located in Logan County, and is a short drive to Peoria, Springfield, Bloomington-Normal, Decatur, and Champaign-Urbana. It is midway between Chicago and St. Louis. Lincoln offers small town charm and scenic farmland as well as the business and entertainment benefits afforded by its proximity to larger cities. Lincoln is the only city in the world named for and christened by Abraham Lincoln before he became President and is home to a number of historic sites and events associated with the presidential namesake, including the Lincoln Heritage Museum and the Postville Courthouse. In addition, Lincoln boasts quality schooling and affordable real estate and is home to three colleges: Lincoln Christian University, Lincoln College, and Heartland Community College.

The City is a full-service community with approximately 60 full-time employees and an annual budget of approximately \$30.6 million. The City Administrator is appointed by the Mayor with confirmation by the City Council and reports to the Mayor and an eight-member City Council. Candidates will be expected to have a background in administering municipal operations, particularly financial and personnel management. Candidates must have three to five years of increasingly responsible experience in a community or organization of comparable size and/or complexity, either as a Manager or Assistant.

The position requires a bachelor's degree in a related field. A master's degree is desired. Candidates must possess excellent interpersonal skills, an approachable, welcoming style with the community and staff, and a proven record in effective service delivery and creative problem solving. Strong writing skills, oral presentation skills, and a collaborative, team-oriented management style are essential.



Starting salary range is up to \$75,000, depending on qualifications and experience. Excellent benefits package. Residency required by first year of tenure. Submit résumé, cover letter, and contact information for five professional references by February 23, 2018 online to GovHR USA, LLC – www.govhrusa.com/current-positions/recruitment.

COMMUNITY BACKGROUND

Lincoln is centrally located in Illinois along the famed Route 66, offering convenient travel time to major American urban centers. It is a short drive to Peoria, Springfield, Bloomington, Decatur, and midway between Chicago and St. Louis.

Lincoln affords small town charm and scenic farmland as well as business and entertainment benefits. Lincoln is also the only city in the world named for and christened by Abraham Lincoln before he became President and is home to a number of historic sites and events associated with the presidential namesake, including the Lincoln Heritage Museum and the Postville Courthouse.

In addition, Lincoln boasts quality schooling and affordable real estate and is home to three colleges: Lincoln Christian University, Lincoln College, and Heartland Community College. It is also the home of the world's largest covered wagon (named the #1 roadside attraction in the nation by *Reader's Digest*). The population was 14,504 at the 2010 census. It is the county seat of Logan County.

THE MUNICIPAL ORGANIZATION

The City of Lincoln operates under the Mayor-Council form of government. The Mayor is the chief executive officer of the City and holds office for a term of four (4) years. The City Council consists of the Mayor and two (2) Aldermen from each ward. There are four (4) wards in Lincoln for a total of eight (8) Aldermen. A City Clerk and a City Treasurer are both elected citywide.

The City Administrator is appointed by the Mayor, with the advice and consent of the City Council. The City Administrator will be chosen by the Mayor and will be considered by the Council solely on the basis of the individual's executive and administrative qualifications.

The City Administrator is the Chief Administrative Officer of the City, reports directly to the Mayor, and is responsible to the Mayor and the City Council for the proper administration of the business affairs of the City.

Examples of duties assigned to the City Administrator are as follows:

Plan, integrate, and evaluate the work and function of all City departments. Assess community and citizen needs and ensure objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality services.

Assess the information technology assets of the City; develop, implement, and monitor an information technology program designed to ensure IT assets are appropriate and effective for the services needed by the City and the community.

Participate in professional and community organizations on behalf of the City; maintain good working relationships with key community constituencies. Participate in regional, state, and national meetings and conferences to stay abreast of municipal trends and technology related to municipal operations.

Attend all meetings of the City Council and be present for all discussions, unless excused by the Mayor or a majority vote of the City Council. Assist the Mayor and the City Council as required in the performance of their duties.

In cooperation with the Mayor, the City Council, and the City Clerk, ensure that appropriate agendas are prepared for all meetings of the City Council, all City Council Committees, and all other appropriate committees and commissions of the City. Assist in the preparation of ordinances and resolutions as requested by the Mayor or the City Council.

Be responsible for the administrative direction and coordination of all City departments, department heads, and their employees in the City according to the established policies and procedures. The City Administrator shall work with the corporate authorities to recommend employee policies and regulations; however, the department heads shall remain responsible for the implementation of the policies and regulations in their respective departments.

Recommend to the Mayor the appointment, suspension, or termination of department heads, and when necessary, for the good of the City, the suspension or termination of other City employees.

Be responsible for all collective bargaining processes, and recommend to the Mayor and City Council bargaining agreements for consideration. Propose to the Mayor and City Council for their consideration such personnel rules and regulations as the City Administrator deems necessary to manage the personnel policies of the City.

Be responsible for the preparation of the annual budget and city budget proceedings, in accordance with established guidelines and in coordination with department heads. Administer the budget as adopted by the City Council and advise the Mayor and City Council regularly as to the present financial condition and future financial requirements of the City. Coordinate and direct the City's efforts to secure alternative funding for City services, including grant writing and other appropriate measures.

OPPORTUNITIES FOR THE CITY ADMINISTRATOR

New Police Headquarters

The Lincoln Police Department currently operates out of the Logan County Safety Complex. To reduce overhead expenses and gain adequate operating space, the city plans to renovate an old school building that it purchased into the future Lincoln Police Headquarters. Bids have been accepted and construction is in progress. The project is expected to cost approximately \$3.3 million when it is complete.

Wastewater Treatment Upgrades

As part of Lincoln's long-term control plan the city is planning a \$20 million upgrade to the wastewater treatment plant to comply with State and Federal mandates. Design of the upgrades have begun, and construction of the improvements are expected to begin in 2019.

Location

Lincoln is located on historic Route 66 in the center of the other notable downstate Illinois communities of Bloomington, Normal, Champaign, Urbana, Peoria, Decatur, and Springfield. It presents excellent opportunities for economic development. The City sits on interstates I-55 and I-155, has nine Amtrak stops daily, and is served by a north/south Union Pacific rail line and an east/west Canadian National rail line. One million people reside within a 60-minute drive of Lincoln and 15 million people live within a three-hour drive. Logan County and the surrounding eleven counties have an annual economy of \$50 billion.

Education

Lincoln boasts a good school system, with three institutions of higher education: Lincoln Christian University, Lincoln College, and Heartland Community College.



Capital Improvements

A five-year Capital Improvement Program (CIP) is in place in Lincoln and a long-term control plan is underway.

CHALLENGES FOR THE CITY ADMINISTRATOR

The City enjoyed the knowledge and skill provided by the previous City Administrator prior to their resignation on August 28, 2017. The City retained the services of an Interim Administrator through January of 2018. Since that time the Mayor and City Council have worked closely with the Treasurer, City Clerk, and Department Heads to ensure that the daily operations of the City continue without interruption.

The City has approximately 60 full-time employees. The new City Administrator will have to establish relationships with City staff and make recommendations regarding the City's organizational structure and functions, particularly as they relate to Finance and Personnel policies, procedures, and practices.

DESIRED SKILLS AND ABILITIES FOR THE CITY ADMINISTRATOR

Leadership

The successful candidate shall possess strong leadership skills, understanding when it is critical to exercise leadership and when to be flexible and adaptable to new ideas and opinions. The person shall have maturity, professional stature, and personal style, which will establish early credibility with City officials, employees and the community at large.

Administrative Ability

The candidate must have demonstrated strong performance in providing sustained administrative leadership in a local government setting. Excellent communication skills will be required including the ability to listen and communicate with various segments of the community. Critical thinking skills will be essential. The person who fills the position must be willing to devote the time needed to achieve the goals and meet the guidelines established while at the same time maintaining a healthy and appropriate work/life balance.

Budget/Finance/Accountability

The candidate should have strong skills and prior experience in preparing, recommending, and implementing a city budget. He or she should have strong knowledge of municipal finance and accounting principles. The person should have a commitment to holding departments accountable for their budgeting and spending and being accountable and transparent to the community on matters of City spending and finances. Prior experience and expertise in grant writing and procurement is required, as is dealing with wastewater utility finances.



Human Resources Management

The candidate must have a thorough knowledge of human resources management systems for municipalities. A knowledge and understanding of state and federal laws and regulations governing personnel management will be essential. Knowledge of and experience with personnel rules, compensation plans, employee benefits administration, group health insurance, and risk management are required. Experience in working with a Civil Service Commission would be considered a plus. He or she must have demonstrated leadership ability in coaching, in developing department heads and management personnel, and in assisting management personnel in fully developing the employees of each department.

Labor Relations

The person must have knowledge of Illinois labor relations law and prior experience in public employee collective bargaining. He or she must have the ability to gather comparative information and other data to prepare the City for employee negotiations.

Infrastructure and Public Works

Prior knowledge of street construction and maintenance, sewer infrastructure, basic principles of civil engineering, and the operation of wastewater utilities is desirable. The ability to deal with maintenance issues and project funding is required. The candidate should have the ability to deal with engineering and architectural firms and other types of consultants.



Information Technology

The candidate must have a solid knowledge of information technology utilized by municipalities. Experience in evaluating IT systems and networks, in developing plans for updating IT assets, and in ensuring those systems and networks remain effective for meeting the needs of City government and the community is preferred.

Community Relations

The candidate must have demonstrated involvement in community activities. Experience working with and understanding the needs of the business community is highly desirable. The candidate should be able to present a confident and professional image of the City to the community at large.

Council Relations

The candidate must have the ability and desire to work with Council members to keep them informed, educate them on technical aspects of statutory requirements and public policy matters, and outline policy options. He or she should be able to adequately inform the Council on a regular basis so there are no surprises. Strong written and oral communications are essential in dealing with the Council. The candidate must be open and honest, be able to present all sides of an issue affecting the City, and be able to fully execute the policy directions of the Council.

Process Management and Improvement

The City Administrator hired will need to have the skills and experience required to evaluate existing procedures, processes, and systems as well as implement such new procedures, processes, and systems where needed. The candidate should have skills and experience in process improvement: defining, measuring, controlling, improving, and reviewing.

Education and Experience

A bachelor's degree in public or business administration, finance, human resources, or a closely related field is required. A master's degree is preferred. A minimum of three (3) years of experience as an administrator (or manager) or an assistant administrator is required, with five (5) years preferred. Past experience and knowledge should include supervision of personnel, municipal budgeting and finance, human resources management, information technology, risk management, grant writing, purchasing and procurement, and other related matters including engineering, public works, zoning, and land use regulations and planning. Prior Illinois experience is preferred.

Salary and Residency

The starting salary for the position is up to \$75,000 depending upon qualifications. An excellent benefits package is available, and residency is required within one year of appointment to the position.