The Village of Savoy is pleased to announce the recruitment process for the next Village Administrator. The most recent Administrator retired after serving over 17 years in the position. Savoy is a community that offers its residents a high quality of life as it blends the many advantages of small town living with a wide array of amenities associated with a university community. The Village is located in Champaign County and borders the campus of the University of Illinois.

This brochure provides background information on the community, the municipal organization, and the Village Administrator position. It also outlines the desired qualifications, attributes and skills of the Administrator and provides information on how to apply for the position.
Position Announcement

SAVOY, IL (8,607). This growing community in Central Illinois is seeking a pragmatic and collaborative leader who is experienced, approachable, and resourceful to become its next Village Administrator.

Located in Champaign County, Illinois, the Village of Savoy combines small town, high quality-of-life living and the advantages of nearby metropolitan areas. Superior urban amenities provide for a great environment and culture in which to work, live, play and learn.

The University of Illinois, Savoy’s eastern boundary, includes world-renowned academics, sports, and entertainment. This allows for extensive opportunities for continued education at a Big Ten University. Willard Airport, the regional airport for East Central Illinois, is contiguous to the Village.

Savoy is one of the fastest growing communities in Illinois and is focused on both diverse, high-quality residential development and expanding the community’s commercial and industrial assets. Savoy anticipates a 2020 Census population of approximately 9,000. Savoy boasts acres of prime undeveloped land, low crime, quiet uncongested neighborhoods, and a responsive government. The Village has a strong and balanced economy that renders the community resistant to recessionary cycles. The Village maintains a strong financial position and is aggressively implementing the objectives from the latest Comprehensive Plan adopted by the Village Board in 2019.

The Village Administrator is appointed by and reports to an elected board consisting of the Village President (Mayor) and six (6) Trustees, who are elected at-large. The Administrator is responsible for the oversight and management of all day to day operations of the local government and for the implementation of policy decisions by the Village Board. Savoy’s previous Administrator served in that capacity for 17 years before retiring earlier this year.

The Village operates a highly skilled, paid on-call fire department and contracts with the Champaign County Sheriff’s Department for law enforcement services. The Village has full service Public Works and Engineering, Building and Zoning, Finance, and Administration Departments and it operates the Savoy Recreation Center. The Village has a $7.7 million annual budget consisting of an operating budget of $3.7 million plus $4.0 million in capital project expenditures. The Village has 26 full-time employees and 122 part-time employees.

The Village Board is seeking applicants for this position who have a minimum of (5) years of local government managerial experience preferably as an administrator or assistant administrator. The Board also expects qualified candidates to have, at a minimum, a bachelor’s degree in public administration, business administration, public policy, or some other related field. The Board will prefer candidates with a master’s degree in one of the listed fields of study.

The ideal candidates will possess the following skills and attributes deemed particularly important by the Village Board:

- A pragmatic and collaborative leadership style with expertise and desire to pursue modern management concepts, principles, strategies, practices, and techniques.
- An experienced negotiator who will consider creative solutions to fiscal constraints, development challenges, TIF management and a track record of providing a high level of customer service.
- An attentive leader who will foster enthusiasm and creativity; an individual who is comfortable educating and informing elected and appointed officials, employees, and members of the community while reinforcing the community’s values and mission.
- An experienced communicator who is well versed in social media and transparency efforts and who commands well-developed interpersonal and oral/written communication skills.

The starting salary range for the position is $100,000 to $125,000 DOQ/E. The Village also provides a generous fringe benefit package. Residency within the Village is required within six (6) months of the Administrator’s start date.
The Community

The Village of Savoy is named after the Italian princess, Clotilde Maria Theresa Louisa, of Savoie, who visited the region in 1861. She was married to Prince Napoleon Joseph Bonaparte of France.

Ever since its incorporation as a municipal government in 1956, the Village has grown steadily (see census data chart). Today, Savoy is considered one of the fastest growing communities in Illinois outside of the Chicago metro area. Savoy maintains a quality of life that is typically associated with small midwestern communities. It has a low crime rate, quiet uncongested neighborhoods, bountiful open spaces, and low municipal tax rates. However, at the same time, the residents of Savoy enjoy convenient access to world class academic and entertainment opportunities, as well as top tier intercollegiate athletics, all of which are associated with the University of Illinois which is literally located at the doorstep of the Village.

<table>
<thead>
<tr>
<th>Census</th>
<th>Pop.</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>1960</td>
<td>339</td>
<td>--</td>
</tr>
<tr>
<td>1970</td>
<td>592</td>
<td>74.6%</td>
</tr>
<tr>
<td>1980</td>
<td>2,126</td>
<td>259.1%</td>
</tr>
<tr>
<td>1990</td>
<td>2,674</td>
<td>25.8%</td>
</tr>
<tr>
<td>2000</td>
<td>4,476</td>
<td>67.4%</td>
</tr>
<tr>
<td>2010</td>
<td>7,280</td>
<td>62.6%</td>
</tr>
<tr>
<td>2020 est.</td>
<td>8,700</td>
<td>19.5%</td>
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</tbody>
</table>

State Farm Center, Krannert Center for the Performing Arts, Memorial Stadium, and an internationally acclaimed library system are facilities that the University of Illinois is delighted to share with the surrounding community residents.

With respect to K-12 public education, Savoy is part of the Champaign Community Unit 4 School District and home of Carrie Busey Elementary School, which has been awarded the US Department of Education’s “Excellence in Education Award”.

Savoy residents are extremely well-served by excellent healthcare facilities including Carle Clinic and Carle Hospital, Christie Clinic, and OSF Heart of Mary Hospital.

The Village is an integral part of Champaign County Regional Planning Commission (RPC) and Champaign Urbana Urbanized Area Transportation Study (CUUATS) metropolitan planning organization.

In addition to the University of Illinois, major regional, national, and international employers have facilities located in Savoy including Carle Heath Care System, John Deere, Intel Corporation, Amdocs and Apple.

One of Savoy’s hallmark features is its outstanding park system. The Village owns and maintains six (6) beautiful public parks that are accessible to surrounding neighborhoods and provide Savoy residents with a wide variety of active recreation amenities along with open spaces for passive recreational opportunities.
Savoy is also home to the University of Illinois 18-hole Orange Golf Course which is considered one of the finest public golf facilities in central Illinois.

The Municipal Organization

The Village of Savoy operates under the Trustee-Village Board form of government. The municipality is governed by a Village Board which consists of a Village President, commonly referred to as the Mayor, and six (6) Village Trustees. The Village President and all Village Trustees are elected at large to four-year overlapping terms. Stability would be an appropriate characterization of the governance in Savoy. Since its incorporation in 1956, the Village has had only 5 Village Presidents.

Under the Village’s form of government, the Village President appoints all department heads with the advice and consent of the Village Board. Further, each appointment is made in close consultation with the Village Administrator who is responsible for supervising and directing all employees including department heads.

The Village has an annual budget of $7.7 million which supports 26 full-time employees and 122 part-time employees.

The Village operates an outstanding paid-on-call fire department. Law enforcement services are provided via a contractual relationship with the Champaign County Sheriff’s Department. The Public Works Department performs roadway maintenance, snow removal, underground utility maintenance, storm water management, engineering, arboriculture, and park maintenance.

The Village also maintains a Planning and Development Department and a Building and Zoning Department. The Village owns and operates the Savoy Recreation Center which offers residents of all ages robust array of activities and programming. The center features a full court gymnasium, an indoor walking/jogging track, cardio and weight rooms as well as an aerobics room for group fitness classes.

Village Administrator Position

The Village Administrator is appointed by the Village Board and is responsible for the oversight and direction of all day to day municipal operations. The Village has employed just four Administrators since the position was created in 1985. The specific duties of the Village Administrator are varied, diverse and complex.

The following are some of duties of the Village Administrator:

- Supervise and direct all department heads.
- Ensure the efficient operation of all Village services and functions.
• Enforce the laws and ordinances within the Village.
• Make recommendations to the Board of Trustees on all policy matters.
• Implement policies adopted by the Village Board.
• Execute the Village’s strategic objectives and comprehensive plan.
• Prepare and recommend the annual budget for consideration by the Board of Trustees.
• Ensure all local, state, and federal laws are followed by the Village.
• Respond to citizen concerns.
• Coordinate all economic development activities for the Village.
• Prepare and administer the annual operating & capital improvement budget.
• Oversee the management of all municipal finances.
• Maintain harmonious relationships with all Village stakeholders including other government officials, federal, state and local elected representatives, business leaders and labor organizations.

The Village Administrator works under the terms of an employment agreement which enumerates all of the terms of his or her employment with the Village.

Required and Preferred Qualifications

At a minimum, candidates for this position must have a bachelor’s degree in public administration, business administration or some other field related to local government management. Applicants must also have at least five (5) years of local government experience, preferably as an administrator or assistant administrator. The Village Board will prefer candidates who have obtained a master’s degree in public administration or some other related field of study.

Candidates should possess a thorough understanding of all aspects of municipal operations. Strong financial oversight and human resource management skills are essential. The ability to communicate effectively with elected officials, employees and the general public is a necessary skill set.

Savoy’s next Village Administrator is ideally a person who is creative, adaptable, approachable, pragmatic, and collaborative. The Administrator must be able to build and maintain effective and harmonious working relationships with all community stakeholders.

In addition, the Village Board is hoping to attract candidates with the following skills, competencies, and attributes:

• A demonstrated record of continuing professional development.
• A pragmatic and collaborative leadership style with a desire to pursue modern management concepts, strategies, and practices.
• An attentive leader who will foster enthusiasm and creativity: an individual who is comfortable educating and informing elected and appointed officials, the community and employees while reinforcing the community values and mission.
• An experienced negotiator who will consider creative solutions to fiscal constraints, development challenges, TIF management, and a track record of providing a high level of customer service.
• An experienced communicator who is well versed in social media and transparency efforts who commands well-developed interpersonal and oral/written communication.
• Ability to effectively analyze complex issues and to develop and clearly
communicate alternative courses of action to elected officials and community members.

- Experience with developing and implementing strategic or long-range plans.
- Demonstrated ability to develop economic development programs and to recruit businesses to the community and assist existing businesses to grow.
- Experience with financial management, including revenue forecasting, budgeting, capital programming and budget administration.
- Ability to establish and maintain productive relationships with collective bargaining units.
- Understanding the value and techniques associated with the use of social media and other means of communication.
- Ability to interact effectively and comfortably with other governmental officials including federal and state elected representatives, senior level University administrators, area municipal and county elected and appointed officials, school district administrators, etc.
- Experience with pursuing and obtaining federal and state grants.

**Compensation and Benefits**

The starting annual salary range for this position is $100,000 to $125,000 depending on the candidate’s qualifications and experience. In order to qualify for the upper end of the salary range, the candidate will have to meet or exceed all of the Board’s preferred qualifications and must possess significant and relevant professional experience.

The Village also provides a generous fringe benefit package and will reimburse the successful candidate for some relocation costs. The Village will require the Administrator to establish permanent residency within the Village within six months of their start date.

**How to apply?**

To apply for this position, please submit a résumé, cover letter, and contact information for five (5) professional references by July 31, 2020 to www.GovHRJobs.com and to the attention of Mark R. Peterson, Vice President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062.

For questions about the position and/or the selection process, please contact Mark Peterson at mpeterson@govhrusa.com or at (309) 825-5091. EOE/AA