The Position in Brief
The Director of Public Works is a multi-function management position in the Village of South Holland that provides administrative direction over water & sewer, streets, facility and equipment maintenance, park/public spaces maintenance and beatification. As a member of the Villages’ executive staff, the Director works under the Village Administrator and in conjunction with the members of the Public Works Department, providing these essential services to the community.

The Community
The Village of South Holland was incorporated in 1894 with a population of about 1,000. After World War II, South Holland experienced population growth stimulated by the Post-War baby boom and the village’s appeal as small and family friendly. In 1950, the Village’s population was just over 3,000, but grew to 10,000 by 1960. Chicagoans were attracted by South Holland’s religious values and sense of stability and safety. As families relocated to the Village, developers found South Holland’s abundant farmland and open space well suited for housing construction. Farmland transformed into subdivisions and the construction of Interstate 57 and 94 improved access to jobs in Downtown Chicago, increasing the Village’s transformation into a suburban community. As South Holland transitioned into a suburban community, residents maintained the religious character envisioned by its Dutch founders. Today, there are 31 churches within the Village’s seven square miles. The concentration of churches prompted South Holland to adopt the slogan, “Community of Churches” in 1976.

These developments reinforced the community’s religious identity, spurring the adoption of strict blue laws prohibiting businesses from opening on Sundays (most were repealed in 2014) as well as the sale of liquor in the Village. Zoning restrictions also limited the construction of multifamily apartment buildings, underscoring the Village’s strong identification with a tradition of single-family home ownership.

In the decades since 1980, the Village’s population base has remained relatively constant at approximately 22,000, with significant growth in the proportion of African-Americans, who now account for approximately 78 percent of South Holland’s residents. Today, South Holland’s most prominent motto is “Faith, Family, and Future.” Residents, business owners, ministers and local leaders are dedicated to protecting the community’s assets and ensuring future prosperity. It stands apart from most of its neighbors, with greater racial and ethnic diversity, low crime, well-maintained homes and neighborhoods, and stable government.
It also possesses a strong industrial sector and a high-volume commercial corridor along Route 6, both aided by South Holland’s prime location at the crossroads of Interstates 94 and 80/294, as well as nearby Interstate 57.

The Village of South Holland has seen many changes in recent decades. While South Holland’s population has stayed constant, its median household income, median home value, and percentage of residents over the age of 25 with a Bachelor’s degree or higher is significantly higher than most neighboring communities. Its housing stock is solid and attractive, and amenities such as the South Holland Community Center and Veterans Memorial Park are second to none.

Located just three miles south of the City of Chicago and two miles north of the northwest Indiana border, South Holland is known as a professionally governed, business friendly municipality with great transportation access and strong community values. The faith and family centered values that created South Holland continue in the present day. The accessibility of the community is also a critical asset. South Holland is only 25 minutes from downtown Chicago, and accessible by Interstates 94, 294, 57, and state route 394. Historic Route 6 runs through the heart of the retail district. South Holland has earned the distinction of being rated as the most livable community in Chicagoland by forbes.com.

The majority of the business community is comprised of medium to large sized companies that operate on approximately 900 acres of industrial land. Major employers include Carl Buddig, Ed Miniat, South Suburban College, Niagara LaSalle and Calumet Carton. Employees of these businesses help to support the retail district, which includes such well known consumer favorites as Jewel, Walt’s Foods, Walgreens, Chipotle, and Panera, major service providers such as University of Chicago/Ingalls and smaller single store operations like Andy’s Grille, Blueberry Field, Submarine Port, Cunis Candies and Kirk’s BBQ.

The South Holland Business Association was founded in 1979 to provide the business community with a collective voice within the Village. The association is focused on achieving the objective of making South Holland the finest community in which to live, work, do business and shop. The Association and the Village enjoy a positive relationship with a strong commitment to civic responsibility while widely promoting the business community by being a visible and active group within the village.

Two great School Districts serve the community. South Holland School District 150 consists of two schools, Greenwood School (K-3) and McKinley School (4-8). South Holland School District 151 consists of four schools, Taft School PreK – 1), Eisenhower School (2-3), Madison School (4-5) and Coolidge School (6-8). Thornton Township High School District 205 serves all of South Holland and consists of three high schools. Thornwood High School is located in South Holland and Thornridge High School and Thornton Township High School are also part of the high school district. The private K-8 schools, Christ Our Savior Catholic School, Calvin Christian School and Calvary Academy, are located in South Holland. South Holland is home to the main campus of South Suburban College.

Notable to the community are the South Holland Public Library that celebrated 50 years of service to the community in 2011 and the South Holland Community Center that provides a wide variety of recreational opportunities, fitness programs and special events. As a department of the Village, the Department of Recreational Services provides opportunities for social engagement, self-discovery, skill development, and enhanced fitness through a wide variety of activities and programs for all ages.
The Municipal Government
South Holland’s local government consists of the Village President (Mayor), the six-member Board of Trustees, and the Village Clerk, who are elected at large for four year terms that overlap for Trustees. Village Board meetings are held on the first and third Mondays of the month. The Board approves the annual municipal budget and decides on taxing levels to fund municipal services. In addition, the Board establishes policies, goals and objectives to direct the Village’s growth and development. It also adopts ordinances, rules and regulations as necessary for the general welfare of the community and its visitors. They perform such functions as passing resolutions and ordinances, approving the expenditure of money, levying taxes, approving subdivisions, zoning, and other land use regulations, and generally deciding on important issues which affect the Village of South Holland.

In his welcoming message to the community, Mayor Don De Graff states,

“Our mission as a Board and Administration is to create an atmosphere where each resident feels the acceptance of their neighbor and community. We desire to increase communication and to build strong new relationships with each other. We want to progressively move toward the goal of becoming a “Model Community” that will set the standard to which all cities, towns and villages will aspire. We will work side by side with our churches, businesses, schools, service organizations and residential leadership to accomplish this goal.”

The President appoints the Village Administrator and Department Heads with the approval of the Board of Trustees. The Village Administrator carries out the policies and oversees the daily operation of Village business. The Department Heads report to the Village Administrator and are charged with directing the activities of the respective departments.

The Administrator is responsible for executing the Village Board’s policies, ordinances, resolutions and service objectives, and works with the Mayor, Board Members, Village staff and citizens to establish and implement long-range goals and objectives.

South Holland provides a full range of traditional services that includes Administration, Finance, Police and Fire services, Public Works and Planning, Development and Code Enforcement (Building, Zoning, Planning, Economic Development).

South Holland has a history of being a strong and financially stable government. The Village has operated with a positive financial balance for over 50 years. The Village is scheduled to have all its bond debt paid off in less than 10 years and has an Aa3 bond rating. South Holland has had 10 Village Presidents (Mayors) since being incorporated in 1894, with its current Mayor serving since 1994. Blended into the fiber of local government in South Holland is the highly regarded and highly protected concept of “Community Trust”.

Village of South Holland Quick Facts
Visit: http://southholland.org

- Size: 7.2 square miles
- Households: 7,812
- Population: 21,319
- Median Household Income: $69,653 (expected to increase in 5 years to $78,260)
- Median Home Value: $170,693
- Acres of Park/Conservation Land – 191.39 Acres
- Miles of Streets in the Community – 87.6

Village Motto: Faith, Family & Future
**The Department of Public Works**

Appointed by the Mayor, with the approval of the Village Board, the primary responsibility of the Director of Public Works (in reporting to the Village Administrator) is to lead, manage and direct the operation and administration of Department activities for the Village. The Public Works Department is responsible for water distribution, wastewater collection, storm water collection and detention, maintenance of most public streets, snow removal from streets, maintenance of traffic signals, traffic control signs and street signs, maintenance of public sidewalks and maintenance of the Village's fleet, buildings and grounds. The Department plans and oversees numerous infrastructure construction projects such as water main replacements, sanitary sewer line rehabilitation, and street overlays and reconstructions. The Department also maintains all 31 parks. These parks vary from small tot-lots to large community parks to a very large sports complex. Playground areas are located in each park.

The previous Director retired from his position after serving the Village for 39 years. The Department is comprised of 22 full-time members, including the Director, a Deputy Director, Superintendents of Public Works and Parks, general laborers, administrative assistants, and 6 part-time employees supported by seasonal workers. The most recent Village Budget allocates funding for the Department at approximately $9.2 million. The overall Village general fund budget is $25 million.

**CHALLENGES AND OPPORTUNITIES**

Following the former Director who retired from the Village after 39 years of service, the new Director will be charged to move the Department to new levels of success by building upon previous accomplishments and establishing his/her own leadership.

With an understanding and appreciation of the use of enhanced technology in public works, the new Director will be required to develop Department processes to enhance the efficiency of operations with consideration for customer service enhancements.

The new Director, with the traditions of service that that Village has been known for, will be called upon to build, shape and establish a “culture” of excellence by relentlessly pursuing improvement for the Public Works Department. As part of establishing that culture, the new Director will need to work with Village Administration in developing a strategic long range plan for the Department.

Based upon an understanding of the new fiscal constraints all municipalities will be facing, the new Director will be charged with providing clear, practical and cost effective delivery of public works services to the community.
Candidate Qualification Criteria

The following leadership, management, experience, and education criteria have been identified by the Village of South Holland, IL—Director of Public Works

- Candidates will be an innovative, collaborative and experienced professional with demonstrated leadership capacity who also excels in the areas of management, interpersonal communication and customer service.

- He/she will be a strong communicator with a humble confidence and approachability to interact with the community, Village officials, staff and other stakeholders.

- Candidates will be expected to have the capability to conduct research, prepare reports and present findings at public meetings; able to provide comprehensive, legible and understandable written information to the Village Administrator, Committees and Boards.

- He/she will need to establish and develop a Department “culture” of excellence by relentlessly pursuing improvement and hold employees accountable and be responsible in administering this proactive environment.

- Candidates will have an understanding of fiscal responsibility and a history of effective methods of budgeting; the ability to evaluate, research and present options; be innovative and effectively respond to and manage change; be resilient and accepting of criticism and conflict.

- Candidates will be able to provide a practical evaluation of, and develop through the use of enhanced technology, Department processes for efficiencies; to streamline or revamp with consideration for customer service enhancements.

- Candidates will have a commitment to the organization and the senior management team; possess a strong understanding of what it means to be part of a Village management team with common and shared needs. Be a creative and approachable problem solver who assists other Village Departments with service issues, questions and challenges.

- Candidates will have a strong sense of personal and professional ethics and the ability to evaluate, understand and appreciate human behavior.

- Candidates will be committed to professional development, setting an example by being current on emerging issues and trends that fall under the responsibilities of the position.

- He/she will be have experience in public works management in a municipal public works department or equivalent; experience developing alternative management strategies; sensitive to Village needs and community values; receptive to how policies and procedures of the Department impact residents and businesses in the community.

- A candidate will be a creative thinker with a long term view to developing his or her department; recognize the unique opportunity for them to build, shape and establish a culture of excellence by relentlessly pursuing improvement for a municipal department.

- He/she will be the “face” of the Public Works Department and able to provide comprehensive and understandable information to the Village Administrator, Mayor and Board of Trustees, Commission and Department Directors, ensuring that the very best, complete, and accurate information is made available on a timely basis.

- He/she will be adept in providing and presenting comprehensive, clear, concise and understandable information, both orally and in writing, to the Mayor, Village Board, staff and citizens, ensuring that the very best, complete, and accurate information is made available on a timely basis to allow policy makers to make effective decisions for the benefit of the community.

Leadership Skills and Management Style

Certain leadership skills and management traits have been identified for this position that is believed to be correlated to candidate success. Candidates for the position of Director of Public Works will:

- Have complete personal and professional integrity, inspiring the confidence of Department members, elected and appointed officials as well as the general public.

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

- Have the ability and desire to coach and mentor staff in order to foster personal growth and leadership talent.

- Be an articulate and effective communicator, both orally and in writing; thoroughly knowledgeable of Department matters at all times.

- Be a leader with a team management orientation and the ability to work with the Village Administrator, Department directors and employees throughout the organization in an effective, harmonious manner.

- Have an open, friendly personality and management style and be one who can establish trust quickly with others.

- Regularly demonstrate good listening skills and a willingness to work out challenges in a collegial, respectful manner.

- Have an appreciation for the community; the quality of life and the expectation for the Village to provide exceptional, cost effective services that all residents have come to expect in the Village of South Holland.
**Compensation and Benefits**
The annual salary for this position is $85,146 - $113,527, DOQE plus excellent benefits. The successful candidate is required to reside in the Village of South Holland within one year of the date of hire.

**HOW TO APPLY**
Candidates must apply by July 22, 2020 with resume, cover letter and contact information for five work related references to www.GovHRJobs.com to the attention of:

Paul M. Harlow, Vice President  
GovHR USA  
630 Dundee Road #130  
Northbrook, IL 60062  
Tel: 847-380-3240

Village of South Holland is an Equal Opportunity Employer.

**DIRECTOR OF PUBLIC WORKS**