GovHR USA is pleased to announce the recruitment of candidates and selection process for the next Public Works Director for the Village of Villa Park. This brochure provides background information on the Village of Villa Park, position duties and requirements. Candidates should apply with resume, cover letter and contact information for three professional references to www.govhrjobs.com. First review of candidates will begin on February 3, 2020.

Questions should be directed to:

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The Village of Villa Park is an Equal Opportunity Employer.

The Village is committed to providing superior municipal services in a responsive, effective, and fiscally responsible manner while maintaining a good quality of life for our residents and businesses alike.
About the Community
The Village of Villa Park (population 22,038) is ideally located as an "inner" western suburb of Chicago, with direct access to downtown Chicago as well as the rest of the western suburbs. Located just 19 miles directly west of the Chicago Loop, Villa Park is in east central DuPage County.

Residents enjoy a 'small town' atmosphere, highlighted by excellent schools and superior village services, including outstanding police and fire protection, 'state of the art' paramedic service, and exceptional parks and recreational facilities. Public transportation is readily available to ample shopping opportunities, including both local 'mom and pop' stores and nationally recognized businesses. A variety of convenient health services are located in the vicinity including medical centers and community hospitals. Service clubs such as Rotary, Kiwanis, Lions and the Veterans of Foreign Wars contribute to the active community.

Villa Park is a stable community comprised of richly diverse residents from a variety of ethnic and cultural backgrounds. Villa Park residents are comfortable with a wide variety of housing options including single family and multi-family dwellings that are close to convenient shopping areas.

About the Organization and Department
A Village Manager, appointed by the Village President and six-member Board of Trustees, oversees the day to day operations of the Village, which includes the appointment of all Department Heads. The organization is comprised of the following Departments: Administration, Community Development, Economic Development, Finance, Fire, Parks and Recreation, Police, and Public Works. The Village also shares ownership and operational responsibilities of the Sugar Creek Golf Course with the Elmhurst Park District.

The Department of Public Works is responsible for the maintenance of Village infrastructure, and for providing a wide variety of services to Village residents, business and others. The department is comprised of 26 full-time and two part-time personnel in six divisions, including Engineering, Forestry, Permitting, Streets, Wastewater, and Water. Services provided by the department include, but are not limited to:

- Permitting
- Snow and Ice Control
- Storm Event Response
- Roadway Maintenance
- Tree Trimming and Maintenance
- Water Main System Operations
- Wastewater Treatment Plant Operation

About the Position – Duties and Requirements
This is an excellent opportunity for the right individual. Appointed by and reporting to the Village Manager, the Public Works Director serves as a strategic partner with Village Departments and the community. As a Village Department Head, the Director's responsibilities include planning, organizing, and administering a full-service public works department with the mission of providing superior services through the department's organizational structure.

Unique to Villa Park is the Public Works Director's dual role as Village Engineer. This role is instrumental in engineering and project management for a multi-year $81 million Capital Improvement Program ($13 million in FY 2019) dedicated to improvements in public works infrastructure. This includes planning, coordinating, and overseeing capital improvement projects for streets, sewers, bridges, sidewalks, storm drainage, and water mains. Additionally, the Public Works Director serves as the storm water ordinance administrator, staffs the Emergency Operations Center, and coordinates Public Works emergency response activities in the event of a major emergency or disaster.

Qualified individuals will have 7-10 years of senior level management experience in a major public works setting, or an equivalent combination of education, training, and experience. Successful candidates should have ability to lead, coach and train staff in a focused and effective manner. Candidates should also be community oriented and able to maintain positive relationships with residents, schools (District 45, 48, and 88) and the business community.
A Bachelor’s Degree in civil engineering or related field is required. Candidate must also possess an Illinois Professional Engineer (PE) license, or hav the ability to obtain it within one year of employment. Equivalent training or experience will be considered. Knowledge of stormwater full waiver regulations is a plus. Excellent interpersonal/communication skills are essential. Previous experience in a collective bargaining work environment are also beneficial.

**Compensation and Benefits**
The anticipated starting salary is $130,000 +/- DOQ. A comprehensive benefit package includes health insurance including medical, dental, and vision coverage (also available to dependents), life insurance and participation in a pension program. The Village also offers paid vacation, holidays, personal days and sick time.