



# WESTMONT, ILLINOIS PUBLIC WORKS DIRECTOR



## THE POSITION IN BRIEF

The Village of Westmont, Illinois (population 24,429) is seeking a collaborative, resourceful, and approachable public works or civil engineering professional for its next Director of Public Works. The Director oversees a 39-member full-service public works department that includes Streets, Water, Facilities and Fleet Maintenance Operations.

Primary duties include:

- Departmental management and oversight
- Long-range Capital Improvement Planning
- Develop and administer the public works budget
- Serve on the Village's Executive Management Team
- Oversee capital project management
- Oversee the maintenance of municipal infrastructure
- Build and maintain a sense of team with the department
- Oversee the successful implementation of various public works related plans

The Village Manager is seeking a diplomatic and articulate professional with excellent budgeting, personnel management and capital improvement planning and project management skills to be the next Director of Public Works for the Village of Westmont. The ability to develop a sense of team uniting all divisions into one efficient department is essential. The Village Manager is also particularly interested in candidates that enjoy interacting with the public and sharing information with the community.



## COMMUNITY

Westmont is a proud middle class and volunteer driven community that has an amazing relationship with neighboring communities, libraries, and park districts. Westmont is a contributing member of DuPage County and the Chicago metropolitan region. The Chicago Loop is only eighteen miles to the east and a very short drive of just twenty-five minutes to Chicago O'Hare International Airport. Westmont is a diverse, family-friendly village that proudly boasts that it has something for everyone and is as the Chamber of Commerce proclaims, "In the middle of it all."

Westmont and the DuPage County Region are home to the DuPage Airport, Benedictine University, College of DuPage, DeVry University, and Elmhurst College. Westmont and DuPage County provides over 50 golf courses and more than 25,000 acres of lush green spaces and award-winning park districts. The Chicago metro region is home to the world-famous Chicago Bears, Chicago Cubs, Chicago White Sox, Chicago Bulls, and the Chicago Blackhawks.



## DEMOGRAPHICS

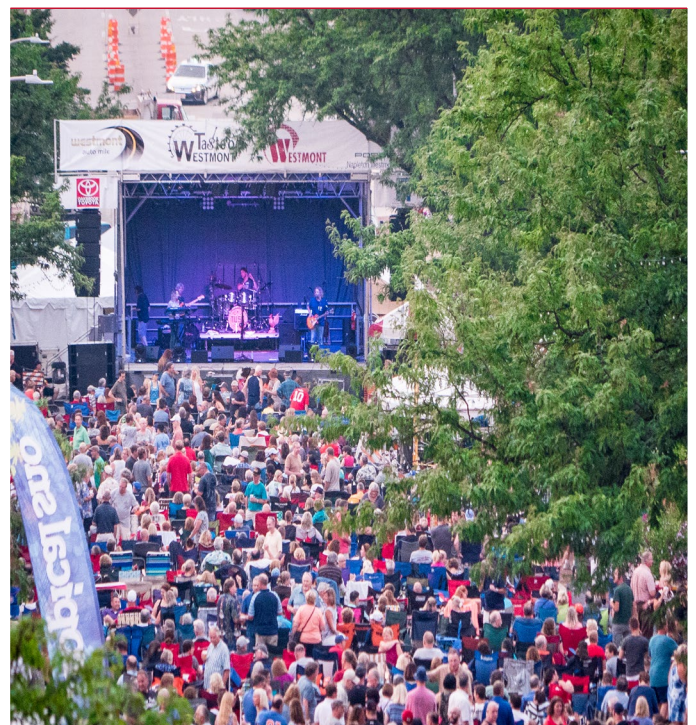
- Population 24,429
- Median Home Value \$316,801
- Median Household Income \$79,286
- Owner Occupied Housing Units 54.3%
- Land Area 5.03 square miles
- Bachelor's Degree or Higher 28.5%
- EASI Quality of Life Index: 74/100 (100=U.S. Average)

Source: EASI Demographics

## VILLAGE GOVERNMENT

Westmont is governed by a seven-member Board of Trustees including the Mayor and six Trustees elected on at-large basis for overlapping terms. The Westmont team provides organizational stability through its committed Mayor, Board of Trustees, and the village's leadership team. The Village's Strategic Plan is aimed at shaping a vibrant community and future through connection, service, and leadership. Westmont provides a great working environment where the philosophy of the village human resources team is to hire team members to retire from the village. Longevity is a common theme within all departments. The five "Vision Categories" identified in the strategic plan are: Governance; Identity and Image; Downtown; Economic Development; Infrastructure. The Director of Public Works serves on the village's collaborative leadership team and reports directly to the Village Manager. The Village Manager is responsible for the oversight of the day-to-day operations of the Village and the Village's leadership team.

The Director of Public Works oversees a \$12,500,000 annual operational budget and has significant involvement with the village's \$24,000,000 capital budget. The Public Works Department is responsible for coordinating a variety of capital improvements as well as facilities maintenance.



# OPPORTUNITIES

- **Downtown Revitalization:** The next Director will provide significant contributions toward the successful redevelopment of the village's downtown district.
- **Stormwater Management Program:** The next Director will have the opportunity to work directly on one of the Mayor's priority projects - the implementation of the village's stormwater management program.
- **Capital Projects:** The next Director will be able to complete a significant amount of capital infrastructure projects that are financially supported by the Village Board of Trustees that includes the expansion of the village water distribution system, the construction of a new water storage tower, and the completion of water improvement initiatives in the village's planning area.
- **Build a Team:** The next Director will have the opportunity to shape their team into a dynamic and cohesive department.

## POSITION REQUIREMENTS

- Knowledge, skill, and development equivalent to graduation from a four-year college or university with a degree in civil engineering, public administration, or a related field.
- A Professional Engineer (PE) is desirable, but not required.
- A minimum of six years of progressively responsible public works experience is required. The Village will consider a combination of education and experience.
- Three years of previous supervisory, management, and/or project management experience is preferred.
- Two years previous experience in water or other utilities is preferred.
- Qualified Westmont residents are strongly encouraged to apply.



## IDEAL CANDIDATE

In addition to the minimum qualifications, the village hopes to attract candidates for the position that possess experience and demonstrated competency in the following categories:

- Team Building
- Personnel Management
- Stormwater Management
- Budgets
- Public Relations
- Customer Relations
- Capital Improvements
- Water Utilities
- Fleet Management
- Facility Management
- Streets
- Contract Management
- Intergovernmental Agreement Administration and Oversight

In addition to the technical proficiencies listed above, the preferred candidate will have the following personal attributes:

- Ask don't tell mindset
- Camaraderie
- Team builder
- Diplomatic
- Articulate







## SUCCESS

The village manager described what success looks like for the next Director:

- Able to work with different personalities
- A collaborative leader who listens to understand different perspectives
- Great team player
- Treats the team as one department not silos within the department

## HOW TO APPLY

Interested candidates should apply immediately online with a resume, cover letter and contact information for five professional references by August 29, 2022. **Electronic submissions are required.**

Apply at: [www.GOVHRjobs.com](http://www.GOVHRjobs.com)

For questions contact:

Jim Arndt, Vice President GovHR USA  
Tel: 217-500-0770

## COMPENSATION & BENEFITS

The anticipated starting salary range is between \$112,944 and \$142,000 + or – based upon education and previous experience. The current range maximum is \$163,841. The Village will soon be engaging in a compensation study. Residency is required in DuPage County or any county that is contiguous to DuPage County by the end of the 12-month Qualification Period. This is a full-time, exempt position with the Village of Westmont. The Village offers an extremely competitive salary and comprehensive benefits package that includes medical, dental, and vision coverage (also available to dependents), life insurance, health and wellness program, and vacation leave at time of employment. The Village also offers paid holidays with floating holidays that begin at employment, sick leave, professional development, professional memberships, as well as participation in the Illinois Municipal Retirement System (IMRF).

*The Village of Westmont is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to our success. We seek to recruit the most talented people from a diverse candidate pool and strongly encourage women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.*