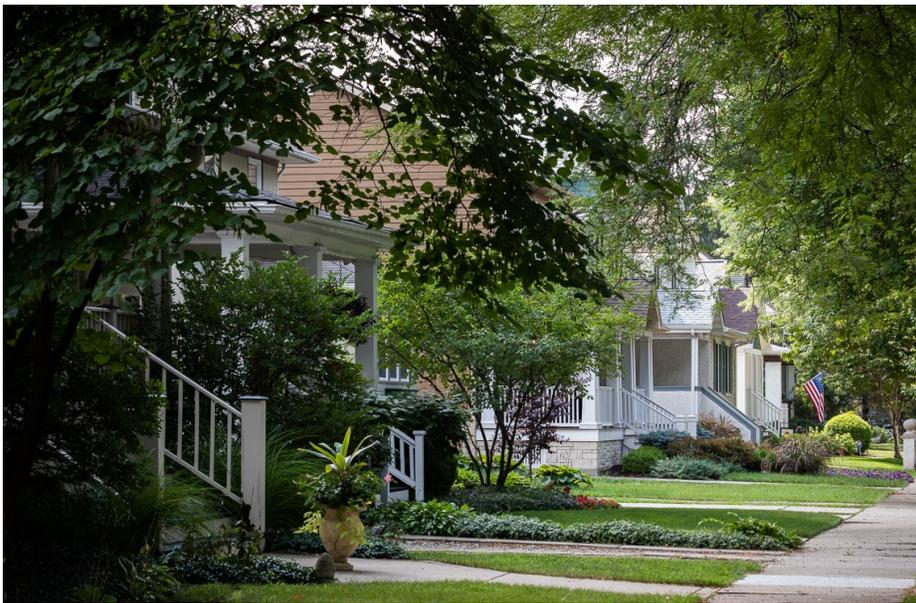




**LA GRANGE PARK, ILLINOIS
ASSISTANT VILLAGE MANAGER**



EXECUTIVE RECRUITMENT



The Position in Brief

The Assistant Village Manager is a key member of the Village's executive team managing an array of responsibilities in a small, dynamic organization. The position is responsible for overseeing and implementing a variety of functions, including planning, zoning/development, human resources, risk management, communications, and information technology. The Village's budget is \$18.5 million for all funds. La Grange Park is a proud family-focused community located 14 miles west of Chicago in Cook County, Illinois.

The Community

For most of its early history La Grange Park, formerly known as the Park, was a quiet farm community. While 1892 marks the incorporation of the Village, the area's growth began 45 years earlier. Between the period of 1845-1860, the first settlers of the area constructed homes on farms east of what is now La Grange Road. Gradually, the farmers sold off parts of their farmland for the newcomers to build homes. For the next 20 years, slow steady growth marked the area. More farms were subdivided, and homes built. However, the town still remained a sleepy community. The trouble of the Great Depression slowed the growth of the Village. Not until 1943 did modern La Grange Park start to take shape. In 1943 a planning committee was formed to beautify and modernize the Village. The committee presented a plan recommending the Village act to create parks and recreation areas, a central shopping district (Village Market), and to expand municipal buildings. The committee pushed for street lighting, expansion of the police and fire departments and new taxes to pay for these improvements.

Today La Grange Park has grown from a simple community into an established and affluent bedroom community with historic homes and tree lined streets. It encompasses 24 acres of recreational land; six recreational parks; a modern library; five schools—three public and two parochial; convenient shopping; numerous clubs and organizations, and a mix of business and industry. The community provides professional government services and state-of-the-art equipment for its 13,295 residents. La Grange Park is a charismatic, independent community providing its residents with all the amenities of modern life while maintaining the tranquility of a bygone era.

La Grange Park has seen an influx of new residents. Young families are drawn to the award-winning public and private schools that serve the community. The Village also offers ample recreational opportunities including over 24 acres of parkland, multiple Cook County Forest Preserves, and the beautiful Salt Creek Bike Trail. Community events such as the annual Concert Under the Stars series and National Night Out draw large crowds, while weekend block parties and the local swimming pool bring neighbors together.

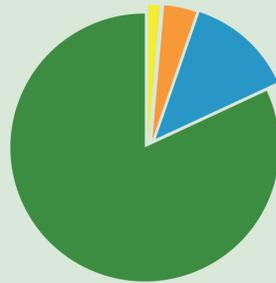
With easy access to I-290, I-294, and I-55, and the nearby Metra commuter rail station, residents have the entire Chicago metro at their fingertips. The community offers a diverse range of housing options from \$100,000 condominiums to \$1 million homes. Recognized as one of the most stable housing markets in Cook County, in recent years the Village has seen a record amount of reinvestment in the community through home additions, renovations, and new home construction. La Grange Park residents and business owners enjoy the quiet neighborhoods, public amenities and community spirit fostered by the rich history of the Village.



SNAPSHOT

Demographics and Amenities

Population: 13,295
 Median Age: 41.5
 Median Household Income: \$95,466
 Median Home Value: \$344,700



- White: 81.0%
- Hispanic Origin: 12.6%
- African American: 3.9%
- Asian: 1.6%



The Village is surrounded by a **Forest Preserve** on three sides.

EDUCATION

Young families continue to be drawn to the area for the exceptional School Districts that serve the community. Each School District offers a variety of quality education opportunities.

- [La Grange School District 102](#)
- [Brookfield La Grange Park School District 95](#)
- [Lyons Township High School District 204](#)
- [Nazareth Academy](#)

There are also two community colleges that serve La Grange Park residents and are nearby:

- [Triton College](#)
- [College of DuPage](#)

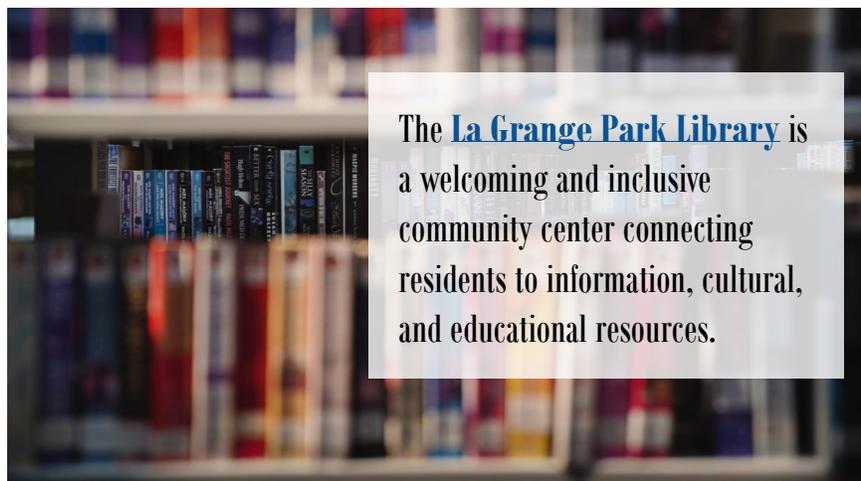


PARKS

La Grange Park encompasses 2.23 square miles, which includes six (6) parks that are maintained by the [Community Park District of La Grange Park](#). The mission of the Park District is to encourage a healthy lifestyle by providing appropriate parks and facilities, affordable, accessible, and meaningful recreational and instructional programs and services.



Many of La Grange Park's neighborhoods enjoy walkable access to the many retail and restaurant opportunities offered both within and just outside of the community. Much of La Grange Park is walkable to one of three nearby [BNSF Metra stations](#), making the community a desirable location for commuters to downtown Chicago. With several local schools, children enjoy the opportunity to walk or bike to school each day.



The [La Grange Park Library](#) is a welcoming and inclusive community center connecting residents to information, cultural, and educational resources.



Interstates I-290, I-294, and I-55 are easily accessible from La Grange Park.

ILLINOIS
 LA GRANGE PARK,
 ILLINOIS

Village Government in La Grange Park

The new Assistant Village Manager can expect to join a highly functional, progressive, and productive leadership team. The leadership team (elected and staff) has earned community confidence functioning within a high degree of political stability.

La Grange Park is governed by a Village President and six (6) trustees, who are elected at-large to serve four-year overlapping terms. La Grange Park operates as a Council-Manager form of government. The Village Board is responsible for establishing policy which, is then implemented by an appointed Village Manager and professional staff. The Village is a non-home rule municipal corporation and provides a full range of municipal services. Specifically, the Village provides police and fire protection, water storage and delivery, sanitary and storm water conveyance, maintenance of roadways and infrastructure, code enforcement, planning, zoning, building inspection, economic development, finance, and general administrative services. The Village has 41 full time employees and 76 part time employees, including two (2) unions. The Assistant Village Manager and department heads report to the Village Manager.

The Village's budget, all funds, are approximately \$18.5 million. The general fund is about \$8.7 million. There are two (2) active TIF Districts and four (4) Business Development Districts. The Village has an AA+ Bond Rating.

The Village staff, as a regular practice, works closely with the surrounding communities on various initiatives and projects.



Full Time Employees:	41
Part Time Employees:	76
Total Budget:	\$18.5 Million
Equalized Assessed Valuation:	\$387 Million



Strategic Planning

Almost every year, the Village Board gathers for a strategic planning workshop to review and discuss key issues in an effort to progress the quality of life for their residents. Through the strategic planning process, the Village Board has identified the following goals that guide the governance of the community:

- Maintain Fiscal Responsibility with Sound Budget Practices.
- Improve and Maintain Infrastructure and Roads
- Attract, Retain and Expand Business
- Broaden Communication Practices, Methods and Outreach
- Pro-Actively Plan for Our Future While Honoring our Community History, Character and Quality of Life
- Leverage Staff, Equipment and Technology Resources to Maintain and Enhance Services

These goals guide the Village of La Grange Park, the budget process, and the focus and time of staff members.



Planning and Zoning

The Assistant Village Manager oversees the planning and zoning functions for the Village. The Village does not have a traditional Community Development Department. Instead, the Assistant Village Manager works closely with the Building Department to facilitate the various development services that residents and businesses require. Economic development, zoning and land use applications are handled by the Assistant Village Manager, while building reviews, permits and inspections are administered by the Building Official. Collectively, these employees administer the orderly growth of the community by ensuring quality development that furthers the goals and objectives established by the Village Board.

This position also serves as a liaison to the Planning and Zoning Commission. The Commission, who meets monthly, is comprised of seven (7) residents which are appointed by the Village Board. Members of the Planning and Zoning Commission recommend updates regarding the Comprehensive Plan and review and provide recommendations to the Village Board on proposed subdivisions and other zoning and land use matters.

The Village has many goals related to Planning and Zoning, one of the top priorities for the new AVM is to work with the Planning and Zoning Commission on text amendments to the zoning code. Being so heavily involved in planning and zoning, the next AVM will have a high level of communication with current businesses, potential new businesses, the Chamber and residents involved in these types of issues.



Organizational and HR Tasks

The next AVM will be responsible for administering all human resources functions of the Village, including hiring, reviewing evaluations, facilitating discipline, FLMA administration, and employee benefits. The Assistant Village Manager serves as the Village's representative on the Intergovernmental Personnel Benefit Cooperative (IPBC), a health insurance cooperative. La Grange Park administers the health insurance benefits for the Park District and Library. The AVM will work closely with the Library and Park District on benefit administration. It is a short-term goal of the Village to turn the health insurance administration for their employees over to the districts.

The next AVM will be responsible for overseeing risk management and claims, coordinating the monthly safety committee meetings, and facilitating the risk management pool activities. The Village has two unions, and the AVM plays a vital role in the negotiations of the union contracts.



Community Engagement

The Assistant Village Manager plays a significant role in community engagement. La Grange Park residents are proud of their community and enjoy being involved and informed. The AVM works closely with the Executive Secretary to create the weekly e-newsletter and [quarterly print newsletters](#). In addition, the AVM is responsible for website management and overall communication within the Village. Each year the community hosts over 100 block parties and the Village works with the community on these fun, safe events. The Village also has an outstanding turnout and event for National Night Out. These community functions foster an environment of love and pride in La Grange Park.

Information Technology

Over the last five (5) years the Village of La Grange Park has focused on modernizing technology. The next AVM will continue to move this goal forward by implementing new technological advances. Some projects that have recently been completed include, a new ERP system and an updated website. The Village is focused on continuing to embrace technology and is currently moving into a GIS consortium and working on a RFP for an updated phone system. Village staff is working hard to expand the abilities and capacities of the community. The next AVM will be responsible for overseeing the Village's IT consultant and helping with any IT related issues that come from staff.

Challenges and Opportunities

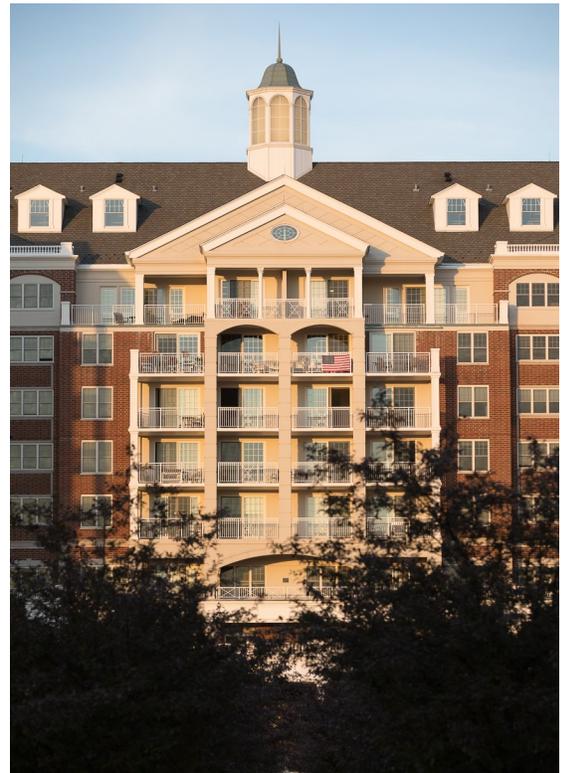
In a work culture charged with energy and an environment that seeks excellence, the new Assistant Village Manager will be faced with some challenges alongside some projects that offer exciting opportunities.

Financial Stability: The Village is in good financial shape as evidenced by the Village's AA+ bond rating and healthy fund balances. However, being a bedroom community, the Village continues to work hard to find alternative ways to grow their revenue base. 93% of the Village's property tax base is classified as residential. Property tax is the Village's largest source of revenue at about 40% of the General Fund Budget. The Village receives approximately \$1.9 million in shared revenues from the state government, including income tax, use tax and personal property replacement tax. These shared revenues represent about 18% of governmental activities general revenues. The State of Illinois continuing budget issues have impacted the consistency of these shared revenues. In addition, rising police pension costs continue to affect the Village's revenue source. On a positive note, the Village has experienced lower unemployment rates compared to the state and national averages. The next Assistant Village Manager in partnership with the Village Manager and Finance Director can expect to play an important role in ensuring the long-term health of the Village's finances.

Community/Economic Development: There are two major commercial areas in the Village; the Village Market Shopping Center on La Grange Road and 31st Street to the north. The Village Market serves as a town center and includes retail, office, and medical businesses. The 31st Street businesses have a more traditional street environment featuring a variety of restaurants, antique shops, a hardware store, and an assortment of professional offices. Industrial uses are limited in the Village. The Village is also home to two senior living facilities: Bethlehem Woods and Plymouth Place.

Sales taxes comprise only 6% of the Village's General Fund budget and are limited by the availability of commercial space. The Village implemented two (2) TIF districts and four (4) business districts in 2017 to promote additional commercial activity. The business development districts include an additional 1% sales tax. Revenues generated by the new districts will be utilized for economic development within the business corridors of the Village. The AVM sits on the Commercial Revitalization Committee (a sub-committee of the Village Board). This committee will soon be tasked to complete an RFP for landscape improvements within the TIF/Business Development Districts.

The next Assistant Village Manager can expect to play an important role in improving the commercial areas of the Village and will work closely with Village officials and community leaders to develop and execute plans for boosting and sustaining economic viability within the Village.



Why La Grange Park?

Being the Assistant Village Manager in La Grange Park provides a variety of unique experiences in local government management. La Grange Park is progressive and forward-thinking, proving to be an excellent community to work in and grow your skills. You will be able to enjoy seeing the results of your work alongside a friendly, professional staff that is committed to ensuring everyone succeeds. The location of the community provides an exceptional opportunity with a variety of transportation and housing options. You will have the opportunity to shape and direct contributions to impact change and leverage these assets.

Management Style and Personal Traits

- A pragmatic and collaborative leadership style with expertise and desire to pursue modern management concepts, human resources best practices, municipal technology, innovative strategies, and techniques.
- An open, friendly personality and communication style that fosters enthusiasm and creativity; an individual who is comfortable educating and informing elected and appointed officials, the community, and employees; be one who can establish trust quickly with others.
- An experienced communicator who is well versed in community engagement and facilitation who commands well-developed interpersonal and oral/written communication skills.
- A positive and flexible team player who is committed to the well-being of the staff and is supportive of others in the organization.
- An ethical individual that shows empathy and communicates effectively with all stakeholders, residents, and employees in the Village.
- A flexible and adaptable personality that provides for a transferrable skill set and a collaborative team player.

Education and Experience

A bachelor's degree in public administration, planning, business administration, public policy or related field is required. A master's degree in public administration or planning, AICP certification, or related field is strongly preferred. A minimum of five (5) years of local government experience, preferably in community development/planning, including serving in a position in a community of comparable size and complexity.





LA GRANGE PARK, ILLINOIS

ASSISTANT VILLAGE MANAGER

Compensation, Benefits, and the Organization's Culture

The starting salary is \$105,000+/- DOQ, plus an excellent benefit package. The Village is a part of the Illinois Municipal Retirement Fund. Residency is not required.

The organization prides itself on its commitment to customer service and teamwork. Staff has a lot of daily interaction with one another and strong interdepartmental relations. The Village strives to be a workplace of choice, and Village staff possess a high-output work ethic.

How to Apply

Candidates should apply by November 13, 2020 electronically with résumé, cover letter, and contact information for five professional references to Kathleen Rush, or Rachel Skaggs, GovHRUSA. www.govhrusa.com/career-center/ TEL: 847/380-3240. The Village is an Equal Opportunity Employer.



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www.govhrusa.com

