



NOW HIRING

Assistant Village Manager Administration

DESCRIPTION:

The Village of Glen Ellyn is seeking qualified candidates to fill a full-time Assistant Village Manager position. The duties of this position include assisting in the planning, managing, directing and reviewing of overall activities and operations of the Village of Glen Ellyn, focusing on overseeing HR, IT, Facilities, and communications as well as special projects; to assist in the coordination of Village activities with other outside agencies and organizations; this role will assist the Village Manager and department managers through various projects including the information technology, human resources, facility, and communications functions; and provide highly responsible and complex administrative support to the Village Manager; and responsive, courteous and efficient service to Village residents and the general public. Performs other duties as assigned. Position reports directly to the Village Manager. Realignment of positions and assignments may be considered upon the selection of a successful candidate for the position.

ESSENTIAL FUNCTIONS:

- Serve as “Chief of Staff” to Village Manager in the accomplishment of assigned multi-departmental initiatives, overseeing certain departments or intergovernmental groups and other matters which may be delegated.
- Assist in developing, planning and implementing goals and objectives for the Village; recommend policies and procedures; research Village Manager’s requests regarding policy; prepare and submit recommendations.
- Provide research and assistance to the Village Manager and Village Board; prepare specific and comprehensive analyses of a wide range of municipal policies include oversight of major contracts such as refuse and EMS services.
- Manages the IT Manager, Facilities Manager, Communications Coordinator, and administrative support staff members, and other functions as may be deemed necessary; supervise daily operations; monitor and evaluate progress; recommend and administer policies and procedures.
- Manage Human Resources functions for the Village including recruitment, training, and collective bargaining as well as assisting the Finance Department in the oversight of benefit administration including health insurance, pension benefits, unemployment, and fringe benefits.

- Oversee the Information Technology function including the IT budget. Assist in evaluating software and hardware request from Village departments.
- Oversee Village communications and public relations efforts.
- Oversee Facilities Division functions and assists with long range planning and budget preparation.
- Provide responsible administrative staff support, research and assistance to the Village Manager and Village Board; prepare specific and comprehensive analyses of a wide range of municipal policies; update the Village Manager on the status of various projects.
- Participate in negotiating contracts and providing solutions on a variety of administrative, fiscal and special projects; participate in the preparation of program or special project budgets.
- Manage employee relations, grievances and employee compensation.
- Participate in the selection, training, motivation and evaluation of all personnel; recommend and participate in discipline and termination procedures as necessary.
- Provide direction to supervisory staff from line departments seeking administrative guidance.
- Interpret and apply the rules and regulations of Village policies; respond to request for information and assistance from employees, management, outside agencies and the public; keep abreast of any new or changed state and/or federal laws in human resources and develop policies and procedures to keep in compliance with the new laws.
- Participate and assist in the development and implementation of the Village's work plan; assign work projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Staff liaison for assigned Village committees such as the Fire and Police Commission, Environmental Commission, Glen Ellyn Foundation, and local/regional organizations; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public administration.
- Assist in the coordination of intergovernmental cooperatives to meet goals of efficiency and cost management.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Serve as Acting Village Manager in Manager's absence.

QUALIFICATION REQUIREMENTS:

- Qualified candidates must possess at minimum a Master's Degree in public administration, business administration or related field with experience in Human Resources.
- Minimum of 6 years of experience preferred demonstrating increasingly responsible experience in local public agency in an administrative and managerial capacity involving responsibility for the planning, organization, implementation and supervision of varied programs.
- Excellent verbal and written communication skills, including the ability to communicate with tact and professionalism under various conditions. Must be detail oriented and highly organized; ideal candidates are self-starters with the ability to work both independently and as part of a team.
- Versatility and independent judgment is required to plan, prioritize and effectively manage a diversified workload.

- Ability to interpret and implement Village policies and procedures, written instructions, and general correspondence; Federal, State, Village, and local regulations; and demonstrate the ability to complete assignments accurately and within established deadlines.
- The ability to effectively operate customary office equipment, such as computers, Microsoft Office (e.g. Word, Excel, and PowerPoint), and related Windows-based software programs; previous experience with electronic records management/archival systems is a plus.
- A valid Driver's license

WORK SCHEDULE: Monday-Friday, 8:00 am to 5:00 pm, plus night meetings as necessary.

SALARY/BENEFITS:

The pay offered for this full-time, exempt position is \$107,266/year to \$129,397/year (Pay Grade: S) DOQ. Position includes full benefits, as well as participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit retirement pension plan. Anticipated starting pay is +/- \$114,000/yr. Actual starting pay is negotiable, and will be dependent upon qualifications, experience, and professional achievement.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter to vgeresume@glenellyninfo.org. Hard copies (faxed, mailed, or hand-delivered) of resumes will be declined.
2. Applicants must indicate **(Job ID: #24-17 Assistant Village Manager)** in the subject line of e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and post offer medical physical with a drug screening.
4. The position is open until filled; however, **first review of resumes will begin August 18, 2017.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER