



LONG GROVE, ILLINOIS
VILLAGE MANAGER





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THE COMMUNITY

With a long-standing reputation as a great place to raise a family, the Village of Long Grove is noted for its nationally top-rated public schools and low crime rate. The Village's commitment to strong environmental values, open space preservation principles, and low-density development means Long Grove residents and businesses enjoy a small town, pastoral atmosphere located midway between Chicago and Milwaukee.

Long Grove is one of 45 villages in Lake County, Illinois. Lake County, the third most populous county in Illinois with a population of over 700,000, is located north of Chicago. Long Grove residents enjoy a median household income of \$207,275 with 70 percent of the population age 25+ having a bachelor's degree or higher, according to 2020 Census data.

8,366 people reside in Long Grove's 12+ square miles and enjoy the annual Chocolate, Strawberry and Apple Festivals organized in partnership with the Historic Downtown Long Grove Business Association. A local brewery complements the charming and historic downtown, which features a mix of local shops, restaurants, services, and entertainment. Long Grove has intentionally planned the community to retain large open green spaces, balancing new commercial development and preservation opportunities to serve the needs of current and future residents. It places a high value on sustainability and, as one of the first communities in Illinois to enact environmental regulations, is an environmental pioneer.

Residents and visitors enjoy two Lake County Forest Preserves within the Village- Buffalo Creek and Heron Creek - and easy access to other preserves located throughout Lake County. Another popular preserve, the Reed-Turner Woodland Nature Preserve, is part of the Long Grove Park District properties.

THE ORGANIZATION

Long Grove is governed by a Village President and six Trustees, all of whom are elected at-large and serve staggered four-year terms. The Village Board adopts an annual budget, sets policies, and appoints a Village Manager responsible for supervising and coordinating Village operations. The Board also appoints residents to serve in an advisory capacity on commissions and committees including:

- Plan Commission and Zoning Board of Appeals
- Architectural Commission
- Conservancy/Scenic Corridor Committee
- Pathway (Ad hoc) Committee
- Capital Projects Planning (Ad hoc) Committee

The Village maintains a staff of five employees, including the Village Manager, that provide planning, building permitting, and various administrative and financial services. Long Grove has a fiscal year 2023-24 General Fund budget of \$3.8 million and capital fund budget of \$1.5 million including motor fuel tax deployment. Sales tax revenues account for approximately 40% percent of general fund revenues. The Village does not levy a property tax but has two active TIF districts.

Long Grove is rooted in principles of development and limited government but looks to the future for efficient technology and smart growth strategies with resident satisfaction at the forefront. These principles are reflected in the Village's fiscally responsible delivery of services, through contractual agreements with private and governmental partners. The Village contracts with the Lake County Sheriff's Office for dedicated police services, and two independent fire districts provide fire protection.

Nearly 70 percent of the Village's residential subdivision roads are privately owned and maintained by homeowner associations. The Village does not have a public works department. It contracts road maintenance, snow and ice removal of Village-owned roads and sidewalks with other local governments and private contractors. Neither does the Village own nor maintain a sanitary sewer system as many residences are serviced by private septic systems. In areas where there is public sanitary sewer, it is owned and maintained by the Lake County Public Works Department. Most village property owners rely on private individual or neighborhood ground wells for water or obtain water from neighboring systems via Lake County. However, the Village does have a small municipal water system that services the historic downtown and certain commercial developments. This water system will be a near-term focus for growth through a future connection to Lake Michigan water.

The Long Grove Park District is an independent, non-taxing local government organization led by unpaid volunteers. The 36-acre Reed-Turner Woodland was donated to the public as an Illinois Nature Preserve.





THE POSITION

The Village Manager is appointed by and reports to the Village Board. Serving as the Village's chief administrative officer, the position supervises and coordinates the work of all Village departments and intergovernmental service agreements and ensures compliance with applicable federal, state, and local laws and regulations. The Village Manager is responsible to the Board and residents for ensuring proper administration of all Village affairs, preparation and implementation of an annual budget, and updating and implementing the Village's Comprehensive Plan.

Four employees currently report to the Village Manager – the Assistant Village Manager, Assistant to the Village Manager, Building Permit Coordinator, and an Administrative Assistant. The Village Manager strategically assesses ongoing staff needs (skills, proper staffing, and structure) and recommends changes to the Village Board.

The Village Manager establishes an effective working relationship with the Board of Trustees and works closely with individual trustees on assigned areas of responsibility which include budget and financial management, public roads and pathways, downtown partnership, public safety, and marketing/ communications.

Financial responsibilities performed and/or supervised by the Village Manager include:

- Long-term planning and integrated budget management and administration (General, Capital, TIF districts)
- Financial management and long-range financial planning
- Debt and cash flow management
- TIF analysis/management
- Procurement and fixed assets reporting
- Coordination of the annual financial audit by an independent certified auditor
- Other responsibilities assigned to the position include:
- Prepares the agenda, supporting materials, and recommendations for and attends all regular and special Board meetings.
- Keeps the Board informed of the conditions and needs of the Village and recommends such measures necessary for the Village's operations.
- Provides leadership and human resource management with responsibility for directing staff, recruiting employees, employee development, and providing employee feedback throughout the year via formal annual performance reviews.
- Delegates work to employees providing clear expectations and ensures employees have the resources and training to perform their work.
- Establishes administrative procedures and technology to ensure efficient Village operations.
- Directs, negotiates, and coordinates work performed by professional consultants, including the Village Attorney and the Village Engineer, recommends changes to consultant relationships as appropriate.
- Oversees the contractual performance of the Lake County Sheriff's Office, addresses public safety services, and needs.
- Prepares or oversees the preparation of bid documents for outsourcing of Village services and oversees and monitors the performance of contractors and franchise firms.
- Represents the Village in intergovernmental matters with a variety of agencies and with officials of neighboring municipalities, as well as the downtown Long Grove business association.
- Investigates and responds appropriately to all complaints and communications concerning the administration of the government of the Village.
- Recruits and establishes long-term business relationships through a targeted Economic Development program.

CANDIDATE MUST HAVES

- Be an innovator and strategic leader, able to anticipate challenges, consider new approaches and to develop strategies to keep Long Grove at the forefront of emerging modernization practices.
- Demonstrate the ability to formulate plans, prioritize goals, and work with the Board to accomplish these goals and be deliberate yet adaptable when introducing and leading change.
- Contract negotiation and effective administration are important skills for the Village Manager. Further, it will be important for the next Village Manager to institutionalize Village systems and processes, which will require the implementation of new technology to ensure Village transparency and efficiency.
- Be technologically astute and skilled in finance and budget management.
- Implement attainable goals for staff to mirror Village Board priorities.
- Be nimble and politically astute, respecting the roles of the Board of Trustees and the Village Manager.
- Possess the energy and vision to build effective relationships with residents and business owners.
- Recognize the critical role commercial development plays in generating sales tax revenues for the Village and will work with others to attract new businesses to the Village.
- Consistently look for ways to streamline Village operations and not be wed to the status quo.
- Be enthusiastic to join the Village of Long Grove. Long Grove is proud of its past and welcomes new ideas and a fresh perspective. The Village Manager will provide options to solve problems and serve as a role model to Village staff, taking an active interest in developing staff.





LEADERSHIP OPPORTUNITIES

- **Contract Management.** The Village Manager will manage contracted services and ensure that services are delivered effectively and efficiently. Overseeing the performance of the contract with the Lake County Sheriff's Office is a priority.
- **Fiscal Flexibility.** The Village Manager will work closely with the Board of Trustees and others to recognize fiscal opportunities while guarding against effects of economic downturns. The Village Manager will also provide for long-range financial planning that supports the Village's strategic direction.
- **Economic Development.** Since it does not levy a property tax, the Village must be strategic in providing an environment conducive to attracting and retaining sales-tax generating businesses. The Village Manager will assess administrative development processes, recommend measures to support and streamline development and guide the Board and staff to develop strategic plans for growth.
- **Organizational Growth and Development.** The Village Manager will assess the roles and responsibilities of Village staff and identify opportunities for staff development and cross-training, as well as potential staffing needs for finance, planning & economic development.
- **Infrastructure projects.** The Village has several discrete projects planned. A top priority is the need to evaluate and address growth and operations of its water system, including radon mitigation and continued work on securing grant funding. Additionally, the Village Manager will oversee planned improvements to Village Hall and responsible deployment of ARPA funding. The Village has made steady progress in recent years to improve the condition of Village-owned and maintained roads through a 15-year plan.
- **Key Performance Indicators.** The Village Board is interested in adopting metrics to effectively monitor service delivery and provide feedback on the effectiveness of improved processes and strategic initiatives. The Village Manager will work with the Board, staff, professional consultants, local government contractors, and franchise firms to develop meaningful but straightforward metrics to support policy making and merit-based staff pay.



EDUCATION AND EXPERIENCE

The position requires a bachelor's degree from an accredited college or university in public administration, business administration, engineering, finance, or a related field and five years of responsible senior level administrative management experience in a comparable organization. An advanced degree is preferred. An equivalent combination of education and management experience will be considered.

Successful candidates will demonstrate strategic leadership, a passion for proactively building community and quality of life, curiosity, strong financial management skills, effective management of intergovernmental agreements, project management experience and a demonstrated ability to cultivate effective working relationships with elected officials and staff.

COMPENSATION AND BENEFITS

The anticipated starting salary for this position is \$170,000 - \$180,000 +/- DOQ, based on the successful candidate's experience and qualifications. The Village provides health insurance benefits and paid time off and participates in the Illinois Municipal Retirement Fund which includes pension, short term disability, and permanent disability programs.

Employment agreement available. Residency is not required. Long Grove is proud to be an Equal Opportunity Employer.

APPLICATION AND SELECTION PROCESS

Interested candidates should apply online by October 27, 2023 with resume, cover letter and contact information for five (5) work-related references to www.GovHRjobs.com to the attention of Riccardo (Rick) Ginex, Vice President, GovHR USA. Click Here to apply: www.govhrusa.com/career-center/

For more information about the Village of Long Grove, please see their website at <https://www.longgroveil.gov/>.