

## **Background**

The Village of Clarendon Hills, IL (pop. 8,500) is seeking a well-rounded, analytically focused individual to serve as the next Assistant to the Village Manager.

Ranked as the #1 Community to raise a family in Illinois by Niche.com, Clarendon Hills is a bedroom community located in DuPage County approximately 17 miles west of Downtown Chicago. It features a charming Downtown with restaurants and shops steps away from the BNSF Metra stop, and full service public works, police and fire departments.

## **Position Summary**

Under the direct supervision of the Village Manager, the position assist in the day-to-day operations and is a key member of the Village's management team. The Assistant to the Village Manager works with each department on special projects, coordinates key portions of the Village's Human Resources program, overseeing special events and administering the Village's public outreach efforts.

## **Responsibilities Include but not Limited to:**

- Performs management analyses and prepares research reports and other policy documents to serve as a basis for action by the Village Manager.
- Performs a variety of tasks related to public relations and communications activities of the Village; coordinates bi-monthly newsletter productions, social network platforms, ensuring accuracy and usability; prepares press releases; and assists with public presentations and community meetings by all departments.
- Assists in the coordination of the Village's Human Resources Program. Maintains Village's Personnel Policies and Procedures Manual, including drafting policy updates to reflect changing practices or Village needs or changes in the law, maintains knowledge of employment law and policy trends.
- Leads recruitment of new employees; conducts exit interviews with employees leaving Village service.
- Responsible for and coordinates the maintenance and administration of Village website, develops and administers a communications plan for the Village.
- Serves as Information Technology (IT) officer and oversees Village's IT contract.
- Serves as risk manager and safety coordinator for Village, serves as delegate to IRMA, responsible for IRMA IMAP/MSP review, coordinates employee Safety Committee activities, ensure accident review board recommendations are implemented, coordinates required training department wide, coordinates all Village claims with IRMA, and coordinates development and consistent implementation of contractual risk transfer program.
- Conducts bi-annual compensation review; maintains Village job descriptions.

## **Requirements:**

- Graduation from a four-year university with major course work in public or business administration, political science, or a related field.
- Master's degree in public or business administration or closely related field preferred.
- Knowledge of general management and organization principles and practices.
- Knowledge of human resources principles and practices.

- Ability to analyze complex public policy issues and problems and develop solutions.
- Ability to express ideas effectively orally and in writing.

**Schedule:**

- 8:00 AM – 5:00 PM, Monday – Friday.
- Attendance at bi-monthly Village Board meetings and Special Event Committee Meetings and Events required.

**Benefits:**

- Pay range for this position is \$56,326.40 - \$75,108.80/annually.
- Paid vacation/sick leave/personal days.
- Health and life insurance.
- Participation in the Illinois Municipal Retirement Fund (IMRF)

To view a full job description including a full listing of job duties and requirements, visit [Clarendonhills.us/employment](http://Clarendonhills.us/employment).

Interested applicants should submit a cover letter, resume and three references to Vicki Pries, Executive Assistant at ([Vpries@clarendonhills.us](mailto:Vpries@clarendonhills.us)). Applicants may also mail the items to:

Village of Clarendon Hills  
Attention Vicki Pries  
RE: Assistant to the Village Manager  
1 N. Prospect Avenue  
Clarendon Hills, IL 60514

**Position open until filled.**

The Village of Clarendon Hills is an Equal Opportunity Employer.