



# Village of Lincolnwood



## Village Manager Recruitment Packet

The position will remain open until October 5, 2018.

Please submit a resume, cover letter, and five professional references including at least one elected official to Carrie Dick, Executive Secretary to the Village Manager and Village President, at [cdick@lwd.org](mailto:cdick@lwd.org).

All questions about the position and process should be directed to Charles Meyer, Acting Assistant Village Manager, at [cmeyer@lwd.org](mailto:cmeyer@lwd.org).

## Village of Lincolnwood

The Village of Lincolnwood, Illinois (12,590 - 2010 census) is seeking a qualified professional to be the Village Manager. Lincolnwood is a community nestled between the City of Chicago and the north shore that uniquely mixes urban and suburban qualities. The Village operates as a professionally managed Home-Rule municipality directly north of the City of Chicago with an area of 2.7 square miles, and a unique blend of residential, commercial, and manufacturing areas. The Village is governed by a Board of six Trustees and Village President who appoint a Village Manager. The Village Manager oversees daily operations and is responsible for executing the direction and goals of the Board.

The Village has a General Fund in excess of \$22 million with \$42 million projected expenditures for all funds. The Village maintains a diverse stream of revenues in which the General Fund Revenues include 35% of revenues from sales taxes, 26% from property taxes and 20% from other taxes. The Village has consistently been awarded the Distinguished Budget Presentation Award by the Government Finance Officers Association in its preparation of the annual budget.

## Village Departments

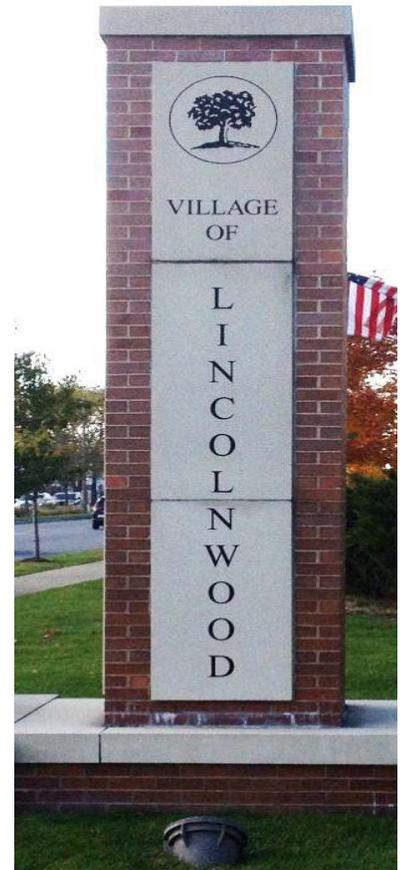
The Village Manager is responsible for directing the daily operations of all departments. These departments include Community Development, Finance, Fire, Parks and Recreation, Police, Public Works, and the Village Manager's Office. While the Department Directors are appointed by the Village President and approved by the Village Board, all other staff members are hired by the Village Manager.

The Community Development Department is responsible for administering the Village's building, zoning and development codes. It provides staff assistance to the Village's Plan Commission, Economic Development Commission, and Zoning Board of Appeals. Services provided by the Department include plan review, permit issuance, and construction inspectional services. In addition to these services and duties, this Department also carries out various community planning initiatives and improvement projects. The Department is staffed by five full-time positions.

The Finance Department provides general management oversight of all financial transactions of the Village. Specific responsibilities include: accounting and financial reporting of Village resources, cash (treasury) management, general ledger, cash receipts, cash disbursements and accounts payable, utility billing, business licenses, vehicle license registration and sale, parking ticket violation collection, administration of the adjudication system, capital asset accountability, financial budgeting and forecasting, insurance and risk management, payroll, purchasing, grant management, debt management, and Police Pension Fund accounting. The Department provides support to Administration and all other departments in addition to customer service at Village Hall, general reception service for the Village, incoming and outgoing mail and deliveries, and cashiering at the front counter. The Department is staffed by five full-time employees.

Since 1990, the Village's Fire Department has been managed through a contract with Paramedic Services of Illinois (PSI) to provide firefighting and paramedic services. In addition to firefighting and paramedic services, the Department offers public educational programs and fire inspection services. The Fire Department is staffed with 28 full-time people from PSI and one (1) full-time person from the Village as the Department Coordinator that handles ambulance and wireless alarm billing.

The Police Department provides effective and professional Police service to the community. The Department's



responsibility is maintaining law and order along with supporting the community in the form of two community service officers, three records clerks, and a social worker. The structure of the Police Department consists of one Chief, one Deputy Chief, three Lieutenants, four Sergeants and 24 Police Officers. The Police Department also participates in regional task forces such as the Northern Illinois Police Alarm System (NIPAS). The Lincolnwood Police Department is staffed with 39 full-time and three part-time employees.

The Parks and Recreation Department's goal is to provide a wide range of programs for individuals of all ages, abilities, interests, and cultures in the areas of sports, trips, after-school, camps, teens, adults, seniors, aquatic activities, and special events. Eleven neighborhood parks and two community parks, Proesel Park and Centennial Park, are planned for and maintained through the Department. The Department also manages the Proesel Park Family Aquatic Center and the Community Center. The Department is staffed by five full-time employees and approximately 250 part-time and seasonal employees.

The Public Works Department plans, organizes, directs, controls, and coordinates all Public Works activities including: street maintenance, vehicle maintenance, building maintenance, operations of the water and sewer system, and parks maintenance. The Department also coordinates with the Village's refuse disposal contractor. In addition, the Department coordinates and complies with all local, state, and federal agencies necessary to ensure the proper maintenance of major arterial roadways and the Village's water distribution and stormwater management systems. The Public Works Department is staffed by 26 full time employees and three part time employees.

The Village Manager's Office is responsible for the overall management and operations of the Village. Purchasing, personnel management, oversight of the budgeting process, contract negotiations, coordination of services to residents, enforcement of the Village Ordinances, and responses to requests for services and inquiries are conducted by the Village Manager's Office. The Department is staffed by five full-time employees.

### **Education and Experience**

The position requires a minimum of a Bachelor's Degree in Public Administration or related fields; a Master's Degree in Public Administration (M.P.A.) or equivalent preferred; and ten years related, progressively responsible experience with at least five years of supervisory experience. The successful candidate should have a strong entrepreneurial philosophy and ability to coordinate and lead the Village's executive team.

### **Analytical and Reasoning Abilities**

The Village is seeking a candidate who can view complex issues with the ability to define problems, collect data, establish facts, and draw conclusions that can then be implemented. The successful candidate should have the ability to work with mathematical concepts, including the ability to analyze and critically evaluate programs and plans.

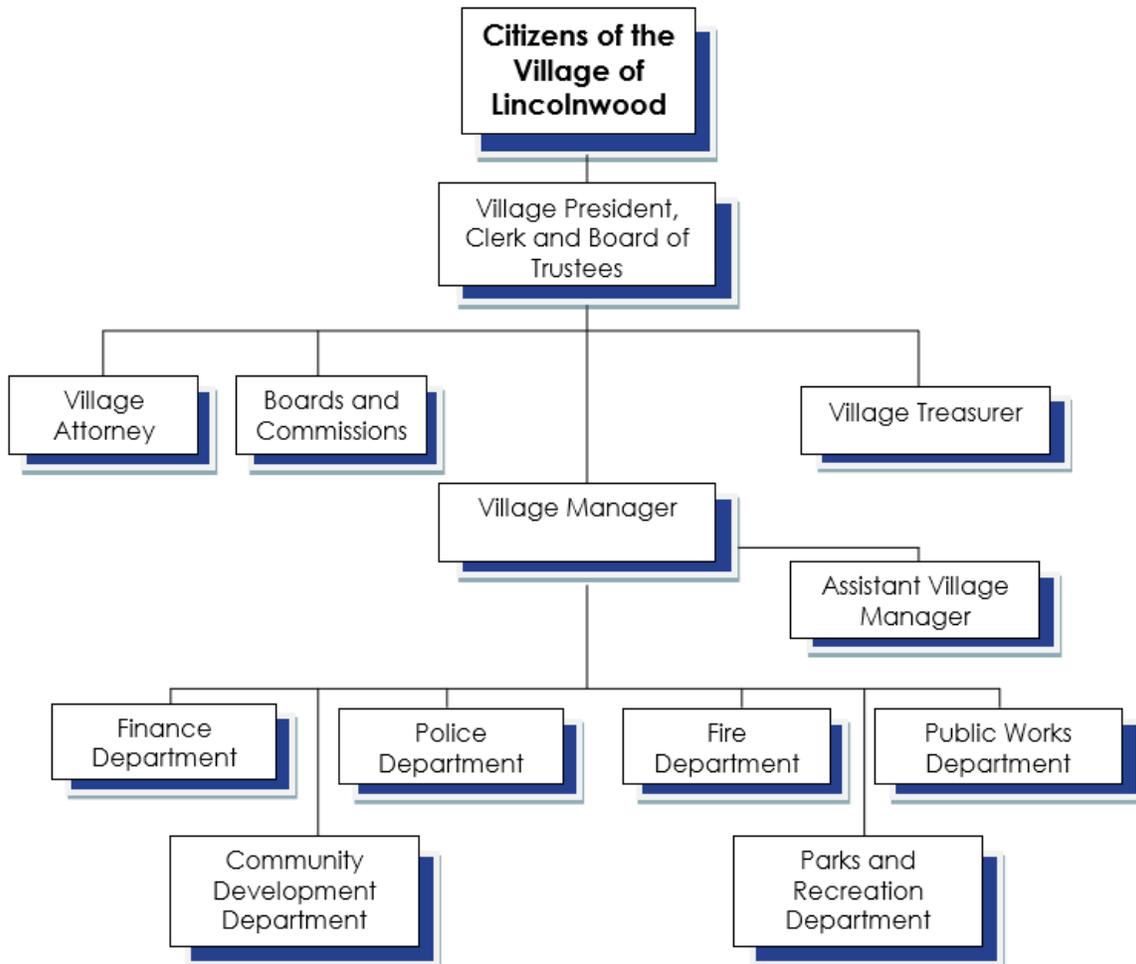
### **Duties and Responsibilities of the Position**

The following list provides a summary of some of the typical duties of the position:

- Supervises activities of departments performing functions such as collection and disbursement of taxes, law enforcement, maintenance of public health, construction of public service, and purchase of supplies and equipment
- Oversees the annual budget process which is managed by the Finance Department
- Investigates all complaints in relation to matters concerning the administration of Village business and the services maintained and provided by the public utilities or other departments of the Village and may make internal investigations into the affairs of any department or division of the Village
- Enforces all franchises, permits, and privileges granted by the Village and requires that they are observed and complied with fully

- Requires all agencies, departments, and officers thereof to submit all matters requiring the attention of the corporate authorities to the Village Manager, who shall then submit such matters to the corporate authorities as deemed necessary by the Village Manager
- Attends and participates in discussions of all matters coming before the corporate authorities at all regular, rescheduled and special meetings of the corporate authorities unless excused by the Village President. Is responsible for the preparation and service of notices and agendas for all such meetings
- Plans for future development of urban and non-urban areas to provide for population growth and expansion of public services
- Instruct all department directors and employees as to the policy and method of operation of all Village departments and employee functions
- Recommend to the corporate authorities that Village Departments, employment positions, job description or the salaries paid to employees or appointed officers be revised or reorganized
- Shall appoint or hire, discipline, and remove or discharge such assistants, or employees as are necessary for the proper functioning of the Village, except those officers and employees who are by law or ordinance required to be appointed by the Village President, the Board of Fire and Police Commissioners or otherwise
- Works with private businesses and public agencies to enhance the economic viability within the community

## Village of Lincolnwood Organizational Chart



## Anticipated Projects

The Village is at an exciting crossroad of opportunities. The following projects will require the Village Manager's attention and guidance:

- Development of the iconic Purple Hotel Site, which sits on an 8.5 acre site at the corner of Lincoln and Touhy Avenues. The project is currently being developed by Tucker Development and is proceeding through the preliminary Planned Unit Development process. The project is slated to complete the review process in the fall of 2018 followed by the commencement of project construction. The project requires the coordination of Village Departments along with the Plan Commission, Economic Development Commission, and Village Board
- The Village has entered an agreement with the City of Evanston for the purchase of potable water. It is anticipated that by next year the Village will begin the construction of the water main to connect this new water source to the Village and implement the change in service providers for the community
- Coordinate the development of vacant properties and sites within the community. This includes the potential of negotiating agreements with car dealership sites and ensuring future revenue for the Village. The Village Board has also identified Lincoln Avenue, Cicero Avenue, and Touhy Avenue as prime locations for redevelopment opportunities
- Review of code enforcement services for the community to ensure that the needs of the Village Board are met and achieved

## Salary and Benefits

The Village offers a comprehensive benefit package and competitive salary. As a full-time and exempt position, the Village Manager is eligible for the Village's health, life, dental insurance plans along with paid time off for vacation, holidays and sick days. The position is enrolled in the defined-benefit pension plan available through the Illinois Municipal Retirement Fund (IMRF). The salary range for the position is \$165,000 - \$195,000 with the starting salary dependent on the qualifications of the successful candidate.

## Recruitment Process

The Village is an equal opportunity employer and encourages all interested parties to apply for the position within the guidelines outlined in this section. To apply, please submit a resume, cover letter, and five professional references including one from an elected official to Carrie Dick, Executive Secretary to the Village Manager and Mayor, at [cdick@lwd.org](mailto:cdick@lwd.org). Electronic submissions are preferred. **The Village will be accepting applications until October 5, 2018.**



The Village will be reviewing all applicants and will be conducting a comprehensive recruitment process for the position. It is anticipated that there will be at least two series of interviews. The Village reserves the right to adjust its evaluation process at any time while the position is vacant.

To help candidates get a better understanding of the Village, additional sections have been added to the end of this packet in the form of details related to employment density, zoning and land use, and general operating facts of the Village's Departments.

# Employment Density in Lincolnwood

- Employment Density**
- 4,658 or greater jobs per ft<sup>2</sup>
  - 4,657 - 2,622 jobs per ft<sup>2</sup>
  - 2,621 - 1,169 jobs per ft<sup>2</sup>
  - 1,168 - 296 jobs per ft<sup>2</sup>
  - 295 or fewer jobs per ft<sup>2</sup>



# Zoning and Existing Land Use

## Existing Land Use



## Lincolnwood by the Numbers

	Actual 2016/2017	Estimated 2017/2018	Projected 2018/2019
<b>Board Actions and General Administration</b>			
Resolutions	69	65	66
Ordinances	60	72	66
Total Board Actions	129	137	132
Freedom of Information Act Requests	346	488	378
Adjudication Cases	526	585	526
Employment Exams Given	70	80	75
Full-Time Employees Hired	7	10	10
Part-Time/Seasonal Employees Hired	180	236	230
<b>Finance Department</b>			
Vehicle Licenses Issued	8,405	8,200	8,450
Business Licenses Issued	1,269	1,280	1,275
Total Licenses Issued	9,674	9,480	9,725
Water and Sewer Billings	19,585	19,590	19,596
Rent, Inspection and Other Billings	137	130	135
Total Billings	19,722	19,720	19,731
Vendor Checks Issued	3,427	3,552	3,510
<b>Community Development</b>			
Property Enhancement Programs Grants	1	1	1
Green Initiatives for Tomorrow Grants	0	1	1
Building Permits	923	786	800
Demolition Permits	11	8	9
Total Permits Issued	934	794	809
<b>Parks and Recreation</b>			
Pool Daily Admissions	44,015	37,940	40,000
Pool Memberships	3,643	3,734	3,740
Total Number of Camp Programs	15	18	18
Total Number of Camp Participants	1,123	1,352	1,360
Community Center Rentals	120	130	130
<b>Police</b>			
Traffic Stops	4,266	4,479	4,479
Traffic Citations	2,274	2,387	2,387
Warning Citations	2,785	2,924	2,924
Parking Citations	864	907	907
Arrests	504	505	505

## Lincolnwood by the Numbers

	<b>Actual 2016/2017</b>	<b>Estimated 2017/2018</b>	<b>Projected 2018/2019</b>
<b>Police</b>			
Calls For Service	26,915	28,260	28,260
<b>Fire</b>			
EMS Calls	1,566	1,590	1,610
Fire Calls	779	780	800
Total Emergency Calls	2,345	2,370	2,410
Fire Inspections	822	900	910
Other Inspections	82	80	85
Business License	57	50	55
Plan Reviews	0	10	10
Total Fire Prevention Inspections / Activity	961	1,040	1,060
<b>Public Works</b>			
Total Service Requests	3,491	4,390	4,395
Sidewalks Inspections	15	20	25
Street Openings	19	37	38
Street Patching	19	37	38
Total Inspections	53	94	101
Trees Trimmed	1,200	1,250	1,300
Trees Planted	157	140	140
Trees Removed	325	275	300
Stumps Removed	325	275	300
Valves Repaired	10	10	10
Main Breaks Repaired	140	150	150
Water Leaks Repaired	120	140	140
Water Meters Installed	15	20	20
JULIE Marking Calls	3,101	2,400	2,500