



VILLAGE OF ORLAND HILLS

QUALIFICATIONS FOR ASSISTANT VILLAGE ADMINISTRATOR VILLAGE OF ORLAND HILLS, ILLINOIS

PROFESSIONAL EXPERIENCE AND MANAGEMENT ATTRIBUTES:

- A minimum of 5-7 years of experience including a minimum of 4 years in a leadership or supervisory position in a community or non-profit organization of comparable complexity.
- A Bachelor's degree in public administration, business administration, public policy or related field; a Master's degree in public administration, business administration, planning or a related field is preferred.
- A team-oriented leadership style with extensive knowledge of and practice in modern local government management concepts, principles, strategies, practices, and techniques.
- Experience with the challenges and demands of a community with suburban/rural profile with commercial, and/or recreational development and planning issues.
- Experience with municipal finance and previous experience responding to fiscal challenges resulting from increasing employee program expenses and employee legacy costs, necessary infrastructure improvements and a highly competitive development climate.
- Experience with collective bargaining, non-union, and issues related to labor-management relations.
- A self-sufficient, driven management style; an individual who will relentlessly pursue service delivery innovation and out of the box thinking.
- Engage employees, elected officials and residents, assisting their efforts to enhance the quality of life and further community engagement with a variety of tools including social media, events and resident forums.
- A creative, collaborative, problem-solving approach and well developed interpersonal and oral/written communication skills.
- A skilled administrator who can effectively transmit and garner support for decisions, systems and process improvements.
- An individual skilled to understand and track State of Illinois grants.

COMPENSATION AND BENEFITS:

The Orland Hills assistant village administrator salary range is competitive depending on qualifications and experience. An attractive benefit package is also offered. Residency is not required.

HOW TO APPLY:

Apply with resume, cover letter, and contact information for three professional references by July 17, 2023 to Brian O'Neill, Village Administrator. Questions about the position: TEL: 708-349-6666 or email: boneill@orlandhills.org