

RECRUITMENT BROCHURE

Voorhees Associates, LLC is pleased to announce the recruitment and selection process for a Part-Time Administrator in the Village of Mettawa, Illinois. This brochure provides background information on the community and the area, as well as the requirements and expected qualifications for the position. Candidates interested in applying for the position should submit their résumé and cover letter, along with contact information for five work-related references by June 25, 2010 to Resume@VoorheesAssociates.com.



Village
of
Mettawa

Heidi J. Voorhees, President



500 Lake Cook Road, Suite 350
Deerfield, Illinois 60015
TEL: 847-580-4246
FAX: 866-401-3100

Formal applications should be submitted to:
resume@voorheesassociates.com

THE VILLAGE OF
METTAWA, ILLINOIS

PART-TIME
VILLAGE
ADMINISTRATOR

PROFESSIONAL ANNOUNCEMENT

Mettawa, IL (pop. 500) Beautiful, rural Lake County community dedicated to preserving open lands and low density residential character seeks candidates to apply for its part-time Village Administrator position. Mettawa encompasses 5.5 square miles and has several Lake County Forest Preserves located within the Village boundaries. The Village also employs a part-time Village Clerk, part-time Deputy Treasurer and contracts for engineering, inspection, and legal services. Police protection is provided by the Lake County Sheriff; and Fire Protection is provided by the Riverwoods/Lincolnshire Fire Protection District and the Village of Libertyville. At this time, there is no Village Hall or office. The Village Administrator will work closely with the Mayor and Village Board on special projects and in the development and implementation of an action plan for the Village's goals and objectives. The Village Administrator will also be expected to build relationships with area managers and elected officials representing the Village's interests on

regional boards and commissions. In addition, the Administrator will be current on laws and other obligations affecting municipal organizations generally, and Mettawa specifically. Requires bachelor's degree in public administration, business administration, public policy or related field. Master's degree (MPA) or other advanced degree strongly desired. Lake County experience preferred. Candidates must possess excellent interpersonal skills and strong writing and research abilities. 25-30 hours per week. Salary competitive, depending on qualifications and experience. Mettawa is not an IMRF community. Residency is not required. Send résumé, cover letter, and contact information for five professional references by June 25 to Heidi Voorhees, President, Voorhees Associates, 500 Lake Cook Road #350, Deerfield, IL 60015 or Email: resume@VoorheesAssociates.com. Tel: 847-580-4246. Fax: 866-401-3100.

VILLAGE OF METTAWA

COMMUNITY BACKGROUND

Located in Southeast Lake County, 29 miles northwest of Chicago's loop, Mettawa is a distinctive village, characterized by tall trees and large lots. It was incorporated in 1960 when its population was only 118. Since then, the population has increased to about 500 residents. It was the ambition of the original residents to protect the area's woodlands and open fields, which was in complete contrast to the high-density growth taking place in



the Lake County region. Over the years, Mettawa has been successful in their quest. Its residents take pride in the community's extensive stretches of natural lands and development, which have been planned to cultivate the flora and fauna native to the area. To assure that this preservation continues, the zoning laws provide for low density (five acre) development. Mettawa is bordered by five large preserves: MacArthur Woods, The Adlai E. Stevenson Home, Grainger Woods, Daniel Wright and the Old School forest preserve, adding to the community's rural atmosphere.

Only a mile wide and three miles long, Mettawa has earned the distinction of being the wealthiest community in the six counties of the Chicago metropolitan area.

The village has no town hall. It does have limited commercial development near the intersection of Illinois Route 60 and Interstate Tollway 94. This planned development has provided significant revenue to the Village, which enables the Village Board to better protect and preserve the rural character and quality of life of the community and supplies eligible residents with a tax rebate up to four times their property taxes. These businesses include Computer Discount Warehouse (CDW), The Hongkong and Shanghai Banking Corporation (HSBC), Residence Inn and the Hilton Garden Inn, along with several shops at the Lake Forest Tollway Oasis.

In the fall of 2010, Costco plans to open a retail facility in Mettawa on property previously owned by the Village at the Intersection of Route 60 and I-94. The business projects approximately \$1 million in tax revenues annually to the Village of Mettawa.

COMMUNITY QUICK FACTS (in 2008)

Estimated median household income:	\$149,500 (up from \$127,388 in 2000)
Estimated per capita income:	\$105,519
Estimated median house or condo value:	\$1,370,618 (up from \$866,000 in 2000)
Households:	367 in 2000 95.6% - Caucasian 2.5% - Asian 1.9% - Other

VILLAGE OF METTAWA

VILLAGE GOVERNMENT

The Village of Mettawa is governed by a Mayor and Board of six Trustees, who serve as the legislative body. The Mayor and Board meet on the 3rd Tuesday of each month. All these positions are elected at large to four-year staggered terms. The part-time Treasurer, Village Clerk and Deputy Treasurer are appointed positions with the advice and consent of the Board of Trustees. The Village Board also appoints and oversees the following Committees and Commissions: Finance Committee, Roads and Trails Committee, Parks and Recreation Committee, Plan Commission, Zoning Board of Appeals, Building Code Board of Appeals and Safety and Security Commission.

In 2010, the Village Board held strategic planning sessions with residents in an effort to identify goals pertaining to Village finances, Village character, land use, and infrastructure. A full summary of the meeting can be found on the Village's website: www.mettawa.org.

These goals have not been finalized, but include the following:

- Development of financial stability including a sustainable revenue stream (other than taxes) sufficient for maintenance of infrastructure and future land use objectives.
- Develop a "Town Center" with a Village Hall.
- Preserve the rural, self preserving, friendly, low density character of the community.
- Control commercial spread from Route 60/I-94 intersection.
- Assess ability to provide reasonably priced access for sewer and water services.

RESPONSIBILITIES OF PART-TIME ADMINISTRATOR

- Represent the interests of Mettawa in the region through formal and informal interaction with mayors, managers, administrators and other appropriate staff members in nearby communities. Attend meetings, develop professional relationships, and maintain contacts with forest preserve district, county, state, and federal representatives that may assist Mettawa in its goals and objectives.
- Track the legal and other duties and obligations of a small community, advising the Mayor and Board of Trustees of legislation and its implications, and any deadlines the community must meet.



VILLAGE OF METTAWA

- Identify and apply for grants, loans and other federal, state or regional programs that may assist the Village of Mettawa.
- Research various issues for the Mayor and Board of Trustees, providing them with a well written report to assist them in their decisionmaking process.
- Develop and assist in the administration of an action plan for the Village Board's goals and objectives.
- Maintain a list and assist in the management of outstanding Village projects.
- Manage the content on the Village web site.

CANDIDATE QUALIFICATION CRITERIA

The following education, experience, management, and leadership criteria have been identified by Mettawa as important skills and ability for the candidates to possess and demonstrate. The starting salary for the position is competitive, depending on qualifications and experience. Residency is not required. Mettawa does not have a Village Hall at this time. Candidates must have home office established.

Education and Experience

Candidates must possess a bachelor's degree in public administration, business administration, public policy or related field. Master's degree (MPA) or other advanced degree strongly desired. Lake County experience is preferred.

Candidates must possess excellent written and computer communication skills with the ability to analyze complex issues including legislation, grant applications, and other municipal issues.

Candidates must be skilled at developing positive and productive relationships with elected and appointed officials at all levels of government, representing the interests of the Village of Mettawa diplomatically and firmly.

Candidates must be comfortable preserving the character and culture of Mettawa, working with the elected officials to balance competing interests, carefully listening to the opinions of the residents.

Candidates should be comfortable with infrastructure issues including stormwater management, sanitary and storm sewer development, and water system development. Experience should include capital planning, knowledge of local, state and federal requirements, and the ability to research appropriate grants and loans.

Candidates must be comfortable managing contractual relationships for auditing, engineering, legal and inspection services.

Other desirable but not mandatory skills include knowledge of historic preservation, planning and economic development.

