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## THE VILLAGE OF MORTON GROVE, ILLINOIS



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# VILLAGE ADMINISTRATOR

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Voorhees Associates, LLC is pleased to announce the recruitment and selection process for the Village of Morton Grove, Illinois' next Village Administrator. This brochure provides background information on the Village of Morton Grove, the municipal organization and the qualifications and experiences the Mayor and Village Board are seeking in the next Village Administrator. Candidates interested in applying for the position should submit their résumé and cover letter along with contact information for five work-related references at once to [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions). Additional information about the Village of Morton Grove can be found on the Village's website: [www.mortongroveil.org](http://www.mortongroveil.org)

Heidi J. Voorhees, President



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Formal applications should be submitted to:

[www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions)

### PROFESSIONAL ANNOUNCEMENT

*MORTON GROVE, IL (23,270) Recently named by Bloomberg Businessweek as a "Best Place in the U.S. to Raise Kids", Morton Grove seeks progressive local government executives as candidates to serve as its next Village Administrator. Home to award-winning parks and schools, Morton Grove is a near north suburb of Chicago (located 13 miles north of downtown Chicago, 8 miles northeast of O'Hare Airport and 6 miles west of Lake Michigan). The Village has a total budget of \$53 million and 147 full-time employees. The Village Administrator is appointed by the Mayor with the advice and consent of the Board of Trustees. There have been three administrators since 1990, with the most recent Administrator serving 6 years in the position. Candidates will be expected to have proven experience managing a broad range of municipal services. In addition, successful candidates will have experience in developing positive working relationships with elected officials, staff, and other local and state taxing bodies. A background in economic development, labor relations, and financial management with a strong customer service focus is essential.*

*Position requires seven to ten years of increasingly responsible management experience in a community or organization of comparable size and complexity. Demonstrated experience with creative problem solving is critical. A Bachelor's degree in public administration, business administration, public policy, or related field is required. Master's degree (MPA or MBA) or other advanced degree is strongly desired. Candidates must possess excellent interpersonal and writing skills, and have an approachable, welcoming style with the community and staff. While residency in Morton Grove is not required, the Village Administrator is expected to have strong community involvement. Salary: \$145,000+/- DOQ with excellent benefits. E-mail résumé, cover letter, and contact information for five professional references by January 27, 2012 to [www.VoorheesAssociates.com/current-positions](http://www.VoorheesAssociates.com/current-positions) to the attention of Heidi Voorhees, Voorhees Associates, 500 Lake Cook Road #350, Deerfield, IL 60015. Tel: 847-580-4246.*

# VILLAGE OF MORTON GROVE

## ***COMMUNITY BACKGROUND***

The Village of Morton Grove, Illinois (pop. 23,270) is a progressive, family-oriented community located 15 miles northwest of downtown Chicago in Cook County. Morton Grove's unique location (between I-94 and I-294), combined with its dedication to delivering the highest level of services to its residents, excellent schools, and abundance of park and forest preserve land make it an ideal community in which to live and work. Nearly 20% of the land in Morton Grove is owned by the Cook County Forest Preserve and is dedicated to open space and recreation. Although primarily residential in nature, Morton Grove's 5.2 square miles includes a healthy commercial and industrial base as well. The community is bordered by the Villages of Glenview and Golf on the north, Skokie on the east, and Niles on the south and west.

Morton Grove's earliest settlers came to the community in the 1830s, attracted by the rich, fertile farmland. They followed trails made by the Pottowatomi, Kickapoo, Miami, and Blackhawk Indian tribes. As the population of Chicago grew, more and more families of German and Prussian descent ventured northwest and continued clearing land for farms. The first business in Morton Grove was a water-powered saw mill located near Dempster Street and the North Branch of the Chicago River. In 1872, the Milwaukee Railroad constructed a single track from Chicago to Milwaukee, including the purchase of Miller's Mill property for right of way, making the small settlement a flag stop and forever changing the nature of this farming community of 100 residents. The community was unofficially named Morton Grove for a grove of trees surrounding the settlement and for Levi Parsons Morton, a director of the Milwaukee Railroad in 1872 and Vice-President of the United States from 1889-1893. In 1891, the first subdivision of homes was established and included the land from Miller's Mill Road (now Lincoln Avenue) to Capulina Avenue. In 1895, the Village of Morton Grove was incorporated as a Village, three years after becoming an official train stop. The Village experienced its greatest growth in the 1950s and 60s with significant residential, commercial, and industrial development. The community's population grew from approximately 4,000 residents in 1950 to 20,500 residents in 1959.

Today, Morton Grove is a vibrant community of caring neighbors, a place where residents and businesses want to locate and invest in their future. The community's location greatly enhances its economic development opportunities.



Interstate 94 (Edens Expressway) is located on the eastern edge of Morton Grove and Interstate 294 is located three miles west of Morton Grove with O'Hare International Airport just 8 miles southwest of the Village. Public transportation includes the Metra Milwaukee north line, providing daily commuter service from a stop in the Village. Other major roadways that pass through the Village include Illinois Route 43 (Waukegan Road), Illinois Route 14 (Dempster Street) and Illinois Route 58 (Golf Road). More than 885 businesses are located in the Village, 19 of which employ more than 100 workers. The businesses are primarily retail, service, or manufacturing in nature. Larger employers include Avon Products, ITT/Xylem, Kraft Food, Lifeway Foods, Wockhardt/Morton Grove Pharmaceuticals, Regis Technologies and Strange Engineering. The Village government is dedicated to continued economic

development in the community and has several exciting projects on the horizon, including the proposed redevelopment of a large retail center in the Village. Morton Grove has successfully recruited numerous new

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businesses, including a Culver's Restaurant, a Menard's Store (which is the cornerstone of a 20-acre commercial development on Oakton Street), an Acura Dealership on Waukegan Road, and the Illinois Bone and Joint Institute.

Morton Grove provides several opportunities every year for residents and businesses to come together including the Taste of Morton Grove, held in March, and Morton Grove Days which is held over the July 4 holiday.

### ***MORTON GROVE LOCAL GOVERNMENT***

The Village of Morton Grove was incorporated on December 31, 1895, and operates as a home rule unit of government pursuant to a referendum held in 1980. The Village is governed by a Mayor and Board of Trustees elected at large for staggered four-year terms. The administration of the day-to-day operations is the responsibility of a full-time administrator who oversees the organization's 147 full-time employees. There are three unions that represent certain employees in the Police, Fire, and Public Works departments.

The Village of Morton Grove has dedicated employees who work hard, are team-oriented and provide excellent service to Morton Grove, residents, businesses and visitors. Department Heads include the Police Chief, Fire Chief, Building Commissioner, Community and Economic Development Director, Finance Director, and Public Works Director.

In addition to the community's municipal services, Morton Grove residents are served by the Morton Grove Park District, which operates more than 73 acres of park land at 13 different sites. The Park District's facilities include playground equipment, baseball fields, tennis courts, and outdoor swimming pools. More than 200 programs are offered to residents of all ages. The Cook County Forest Preserve provides another 250 acres of open space for recreational activities. The Park District and the Forest Preserve District are autonomous government entities, not part of the Village of Morton Grove government.

The Morton Grove Public Library is a semi-autonomous governmental unit which is operated by an independently elected Board of Trustees. Its tax levy, annual appropriation, and debt requirement must be approved by the Village Board of Trustees. The Library contains more than 133,000 books and a significant collection of audio tapes, compact discs, videos, and art prints. The Library is a member of the North Suburban Library System, which provides access for cardholders to collections of more than 49 participating libraries through reciprocal borrowing.



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## Morton Grove Quick Facts

Population .....	23,270
Area .....	5.2 square miles
County .....	Cook
Distance to Downtown Chicago .....	15 miles
2009 Median Home Sales Price .....	\$358,721
2009 Median Income .....	\$68,720
Median Age .....	44.5
Number of Households .....	8,630
Public Transportation .....	Metra train and Pace Bus



## ***CHALLENGES AND OPPORTUNITIES***

The next several years promise to be very exciting for the Village of Morton Grove. The Village has been repeatedly recognized nationally by business and family magazines as a wonderful place to live and raise a family. The next Village Administrator will have the opportunity to work closely with the Mayor and Village Board on a number of initiatives. These are a few highlights:

- The redevelopment of the Prairie View Plaza, a large shopping center located at Dempster Street and Waukegan Road. The Village Board is currently discussing a proposed TIF District for this location.

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- The continued development of commercial and residential projects in the TIF District located at Lehigh and Dempster. The Crossings at Morton Grove is the only new home community in the area and has 64 luxury townhomes with beautiful architecture and rooftop decks, located near the Metra station.
- Over a several year period, the Village assembled a parcel of land suitable for redevelopment at the southwest corner of Capulina and Ferris Avenues. The Village is currently preparing for a new public Request for Qualifications and Proposals process for this 2.0 acre site.
- The Village is in the third year of a \$10 million general obligation bond used to finance \$5 million in water main improvements and \$5 million in street resurfacing. Continued attention to the Village's aging infrastructure is a priority for the next Administrator and Village Board.
- The Village recently focused efforts on improving customer service and permit review processes in the Building Department. The next Administrator can expect to continue these efforts including an evaluation of the recently contracted-out building inspection effort.
- The next Village Administrator can expect to work closely with the Mayor, Village Board, staff and business community on business attraction, retention, and expansion of existing businesses in the Village with successes comparable to the recent expansion of a community mainstay (Produce World), which is expanded in size from 8,000 square feet to 25,000 square feet.

### ***VILLAGE ADMINISTRATOR CANDIDATE QUALIFICATION CRITERIA***

The Village of Morton Grove is seeking a Village Administrator who is a mission-driven leader interested in becoming an integral part of the Morton Grove community. The following education, experience, management, and leadership criteria have been identified by the Village of Morton Grove as important for the candidates to possess and demonstrate. The salary for the position is \$145,000 plus or minus depending on qualifications and experience. Residency in the Village of Morton Grove is not required; however, significant community involvement is expected. The Village Administrator is appointed by the Mayor with the advice and consent of the Village Board.

#### ***Education and Experience:*** *(Not in order of importance)*

Have a Bachelor's Degree in public administration, business administration, public policy, or a related field. A Master's Degree (MPA) or other advanced degree is strongly desired.

Have seven to ten years of increasingly responsible experience in an upper management position in a community of comparable complexity to Morton Grove.

Have a track record of open communication with elected officials, the business community, and residents with a dedication to transparency in local government.



*Civic Center*

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Possess strong financial management abilities involving budget development and controls, financial forecasting, capital improvement programming and the ability to manage effectively within budgetary constraints.

Have experience managing the broad range of traditional municipal services with a track record of innovative, creative, and customer -focused service delivery that results in lower costs to residents.

Have excellent oral and written communication skills with the ability to effectively communicate openly and with clarity with the citizens, business community, Mayor, and Trustees.



Have experience in the development and implementation of goals and objectives and performance evaluations for employees. Have experience with merit pay systems.

Possess knowledge of economic development tools, programs, and strategies; have a proven record with development/redevelopment, including a positive record of interaction with business leadership. TIF experience is a plus.

Have experience leading an effective and cohesive management team that emphasizes a collaborative approach to solving problems and encourages creativity and innovation with the Department Heads.

Have experience establishing, maintaining and further developing positive relationships

with other local government entities including working with Intergovernmental Agreements that provide municipal services at a reduced cost.

Be able to develop effective working relationships with county, state, and federal elected and appointed officials.

Have experience in and knowledge of employee and labor relations and possess a reputation for dealing openly and fairly with both individual employees and employee groups.

Have experience dealing with public and media relations, capable of openly and honestly articulating the Village's policy position to residents and the media, community groups and organizations; appreciating the need for regular and prompt communication of information to these groups.

Be a self-starter and someone who is willing to listen to new ideas; be innovative and creative when addressing issues and solving problems.

### ***Leadership Skills and Management Style***

*(Not in order of importance)*

Have a reputation for personal, professional and organizational integrity, leading an organization by example and conducting all personal and professional interactions fairly, honestly, and ethically.

Be a "people person," approachable, patient, and accessible to the elected officials, employees and public; be sincerely empathetic with the ability to understand citizens' perspectives and employee concerns.

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Possess strong leadership skills, understanding when it is critical to exercise leadership and when to be flexible and adaptable to new ideas.

Have maturity, professional stature, and personal style which will establish early credibility with Village officials, employees, and the community at large.

Have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and administrative counsel to the Mayor, Village Board, and staff; and be able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.

Have strong analytical skills, developing reports and well-reasoned recommendations based on a thorough analysis of the relevant data; and be able to present these recommendations in a logical, understandable manner.

Be an energetic and proactive/visionary leader, with the ability to successfully facilitate and assist Department Heads to identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues, which are critical in meeting both current and longer range needs of the Village.

Possess excellent interpersonal skills and political instincts (be "apolitical") to work effectively with the elected officials, community, and staff.



Be enthusiastic about participating and being active in community civic organizations and becoming a part of the "fabric" of the community.

Project an "unflappable" demeanor with the ability to meet challenges and adversity with effective leadership.

