
THE CITY OF PRINCETON, ILLINOIS



CITY MANAGER

Voorhees Associates, LLC is pleased to announce the recruitment and selection process for City Manager for the City of Princeton, Illinois. This brochure provides background information on the City of Princeton and on the Princeton City Hall organization, 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 **January 13, 2012** to **www.VoorheesAssociates.com/current-positions**.

Mark J. Morien, Vice President



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Formal applications should be submitted to:

www.VoorheesAssociates.com/current-positions

PROFESSIONAL ANNOUNCEMENT

Princeton, IL (pop. 7,500) is located 60 miles east of the Quad Cities and 2 hours west of Chicago. Princeton is located in Bureau County and is the County seat. It is the economic center of the County, with a solid retail & commercial base. The community offers a superior quality of life in which to live, work, and raise a family. The City Manager is appointed by Mayor and 4 Commissioners elected on a non-partisan basis for 4-year overlapping terms. The City has a \$19M operating budget (excludes City owned Hospital and Library) with 77 full-time employees. It is a full service community with Electric, Water, Refuse and Wastewater utilities as well as traditional Police, Fire/EMS and Public Works services. Candidates must have 5 plus years increasingly responsible executive experience in a community or organization of comparable size and complexity. Position requires Bachelor's Degree in public administration, business administration, public policy or related field. Master's Degree (MPA or MBA) or other advanced degree is preferred.

*Candidates should have demonstrated financial and general management skills, economic development experience, collective bargaining familiarity, outstanding administrative leadership skills and organizational abilities, plus excellent interpersonal skills, an approachable, welcoming style with the community and staff, a proven record in effective service delivery and creative problem solving ability. Residency (within 10 miles) is required—but residency in the City is strongly preferred. Starting salary: \$90,000+/- DOQ with excellent benefits. Send résumé, cover letter, and contact information for 5 professional references by **January 13, 2012** to Mark J. Morien, Voorhees Associates, 500 Lake Cook Road, #350, Deerfield, IL 60015 or www.VoorheesAssociates.com/current-positions. Electronic submission preferred. Tel: 847-580-4246; FAX: 866-401-3100.*

CITY OF PRINCETON

COMMUNITY BACKGROUND

Princeton has a long, rich history and is a well-established community that began to develop in the early 1800s when settlers from New England and later the Mid-Atlantic states traveled west seeking good farm land. As the area developed, citizens were able to convince the Burlington Railroad to lay its rails within a mile of the community. Princeton became an important station on the Underground Railroad prior to and during the Civil War. With the increased rail activity in the later 1800s, the community expanded its main street to meet the railroad outside of town. This resulted in the development of homes and businesses, and helped shape the future growth of the City. Presently, Princeton is a stop on the Amtrak system, connecting the City to Amtrak service throughout the country.

Today, Princeton still has a “small town” feel and remains rooted in its agricultural heritage. The City has received national recognition for its unique quality of life and small-town charm—making it an ideal area to live, shop and play, as well as reflecting its motto: *“Where Tradition Meets Progress.”* In testament to that, there are numerous regional businesses, distribution centers and manufacturing plants providing a broad economic base for the community. The Princeton Chamber of Commerce and The Main Street organization are strong, proactive voices for area businesses that work to ensure a favorable business climate. In addition, the Princeton Industrial Commission was formed by City ordinance to foster the creation of a favorable climate for new and improved job opportunities for residents of the City by encouraging the development of business, industry and commerce within the City. As a result of all this, Princeton has numerous business opportunities, including a business group that is an array of antique stores and unique shops, restaurants and B&Bs.



The City of Princeton’s schools provide a long tradition of high quality education with the first high school in the State of Illinois being built in Princeton between 1866 and 1868, and the first commencement taking place in 1870. Today, the area is served by a well-regarded public school system that includes three elementary schools, one middle school, a junior high school and a senior high school. The City is also served by two parochial schools. For higher education options, residents can attend Augustana College in Rock Island or Northern Illinois University in DeKalb, or one of Illinois’ best community colleges—Illinois Valley—in nearby Oglesby.

There is an abundance of indoor and outdoor recreation opportunities and facilities in and around Princeton. These include viewing the

area’s covered bridges, or attending one of the many civic events and festivals held throughout the year, including events at Festival 56 (Illinois’ largest summer theater festival). Created in 1946, the Princeton Park District maintains over 192 acres of parks, the Bureau County Metro Center, and the outdoor Alexander Swimming Pool. The Bureau County Metro Center is a 50,000 square-foot recreation center with full size gymnasium. The Hennepin Canal Parkway State Park, which connects the Mississippi and Illinois Rivers, is a 104.5-mile linear park which spans five counties (Rock Island, Bureau, Henry, Lee and Whiteside), providing hiking, biking, fishing, and picnicking opportunities for residents of Princeton, as well as for the northern Illinois region. Princeton is also home to two golf courses. The City is also home to a recently renovated, active local library and a 25-bed City-owned, community-governed critical access hospital.

CITY OF PRINCETON

THE MUNICIPAL GOVERNMENT

Princeton is a non-Home Rule community operating under a Council-Manager form of government, with an elected Mayor and four Commissioners governing the community. The Mayor is elected at large to a four-year term while Commissioners are elected at large to staggered, four-year terms. The City Council approves the annual municipal budget, and decides on taxing levels to fund municipal services. In addition, the Council establishes policies, goals, and objectives to direct the City's growth and development, and adopts ordinances, rules, and regulations as necessary for the general welfare of the community and its visitors. The City Council generally meets on the first and third Mondays of each month.

The Mayor serves as the City's chief elected officer and performs other traditional statutory functions. The four Commissioners serve as "quasi policy advisors" of functional departments and divisions in the following areas: Accounts and Finance; Public Health and Safety; Public Property and Utilities; and Streets and Public Improvements. However, day-to-day services and operations are supervised by department heads in each of the functional areas listed above. The department heads are appointed by and report to the City Manager, who is responsible for the overall management of the City. The City Manager is responsible for executing the City Council's policies, ordinances, resolutions and service objectives, and works with the Mayor, Council Members, City staff and citizens to establish and implement long-range goals and objectives.

The City has a \$19 million operating budget for FY 2011, not including the Library and City-owned hospital. Seventy-seven full-time employees assure the delivery of efficient and effective day-to-day municipal services. Princeton provides a full range of services including electric, telecommunications, and water utilities, police and fire protection, highway and street maintenance, sanitation and wastewater service, City cemetery, City hospital, planning and zoning, and general administrative services. As part of its telecommunications services, the City has installed over 22 miles of a fiber optics backbone around the City. Utilizing a public-private partnership, the City has partnered with a company to provide Broadband over Powerline (BPL) to the community. The City recently received a \$350,000 grant for upgrades and improvements to the system.



City of Princeton Quick Facts

Size:	6.7 square miles
Households:	3,263
Population Distribution:	22% (under age 18) 57% (19 to 64 years) 21% (over 65)
Median Family Income:	\$50,018

Source: 2000 Census

Visit: www.princeton-il.com

CHALLENGES AND OPPORTUNITIES

The next City Manager for Princeton can expect to work closely with the Mayor, City Council, and staff on the following challenges and opportunities (not necessarily in order of importance):

➤ **Fiscal Issues.** The next City Manager:

- Must need to be fiscally conservative, and to carefully examine City expenditures in an effort to find efficiencies and alternative methods for service delivery without relying on tax increases.
- Will need to aggressively seek out grants and other non-property tax revenue sources, including working closely with Princeton's State and Federal Representatives for grant opportunities.
- Must follow the current climate and efforts in Springfield to reduce aid to Illinois communities and be aware of the impact on the annual City Budget. A collaborative effort between staff and Council will be needed to navigate these difficult times.

➤ **Economic Development.** This is an important component for the next City Manager. Even though the economy and development is generally in a "holding pattern," the next City Manager must continue to work to bring developers to the community to try to enhance the tax base. Potential economic development projects/tasks for the next City Manager to work on includes:

- **Technology Park.** This site includes full infrastructure in place, with approximately 50 acres remaining for development.
- **Industrial Park.** The City has about 130 acres available for development in the Industrial Park on the north end of the City (north of I-80).
- **Tourism.** Work closely with the Tourism Director (reports to the City Manager) in marketing Princeton and making it a destination for shoppers to visit both the unique shops in the downtown area and the larger retailers.



➤ **Future Planning.** The next City Manager is expected to:

- Assist the community with understanding the benefits of achieving Home Rule status. The initiative is on the ballot next spring.
- Explore/seek funding mechanisms to ensure continued implementation of the annual Capital Improvement Program, which includes aging water and sewer mains, aging roadways, and dealing with flooding issues. Current projects include the \$20+ million water plant improvements which will be completed in 18 months; and a storm water improvement project with a lagoon system by the Hospital which is underway.

CITY OF PRINCETON

- Seek funds to complete the Streetscape project throughout the downtown area in the southern business district, at the new Library, and in area neighborhoods as needed.
- Work with the elected officials to develop codes/policies/processes that encourage desired development and enable a smooth implementation of the Comprehensive Plan.
- Conduct strategic planning sessions with the elected officials and community stakeholders to develop a “road map” to help guide the City toward and into the future.
- Develop succession plans to address leadership vacancies and strategies for potential reorganizations, given the significant number of Department Directors and staff who may retire in the next few years



➤ **Improve Communication and Image.** An important element for the next City Manager is to:

- Enhance communication with residents regarding disbursement of information on pending issues in order to keep them knowledgeable on City activities.
- Continue to improve policies, procedures and communication with potential developers so as to improve their perception of working with Princeton, and let them know *“the City is open for business.”*
- Continue to foster, and whenever possible, enhance the City’s relationship with other nearby cities, Bureau County, Councils of Government, etc. in the area, as well as continuing to work closely with the area Chamber of Commerce.

CANDIDATE QUALIFICATION CRITERIA

The following education, experience, management, and leadership criteria have been identified by the City of Princeton as important skills and abilities for candidates to possess and demonstrate. The starting salary for the position is \$90,000+/- DOQ. Residency in the City of Princeton is (strongly) **preferred**.

Education and Experience

(Not in order of importance)

Candidates must have a Bachelor’s Degree in public administration, political science, public policy or related field. A Master’s Degree (MPA; MBA) is a plus.

Candidates must have five (5) plus years of increasingly responsible experience in an upper management position in a community of comparable size and complexity to Princeton.

Candidates should have experience managing the broad range of traditional municipal services, including familiarity with, and understanding of, government finance, personnel administration/human resources, and water and electric utilities.

CITY OF PRINCETON

Candidates must have strong budgeting and fiscal management skills with the ability to seek outside revenue sources and manage effectively within budgetary constraints, including developing long-term financial plans that are sustainable.

Candidates must have an “entrepreneurial spirit” and approach to government, possessing a demonstrated record in seeking out and securing federal and state grants for City projects, and have an understanding of the intergovernmental relationships necessary to be effective in this area.

Candidates must have direct experience in negotiation with developers; be familiar with economic incentives; be a “deal closer.”

Candidates must have a proven track record in TIF projects, and in economic development, with the ability to negotiate effectively on the City’s behalf (and be a good “salesman” for Princeton)—embracing the City’s economic development philosophy, while preserving the “hometown” character of the community.

Candidates must have experience working as a member of a municipal team with collaborative problem solving skills and a willingness to work on issues affecting all areas of City government.

Candidates must have successful personnel management and labor relations experience (three unions: IAFF, PBPA and IBEW) including familiarity with leading contract negotiations, grievance processes, and promotion and discipline in a unionized environment, with a record for fairness in dealing with all employees. Further, Candidates must understand the “economic realities” of today, and be willing to embrace changes in the way things had traditionally been done.

Candidates must have knowledge of long-range capital improvement programming, operational reviews, performance measurements, and revenue forecasting.

Candidates must be experienced in dealing with public and media relations, capable of openly and honestly articulating the City’s municipal policy position to residents and the media, and community groups and organizations; Candidates must appreciate the need for regular and prompt communication of information to these groups, following a policy of full disclosure in public presentations.

Candidates must have experience working with technology and possess strong technological skills and be proficient in the use of personal computers, including experience in the Microsoft Windows based operating system and Microsoft Office applications of Word, Excel, Access, Outlook and PowerPoint.

Leadership Skills and Management Style

(Not in order of importance)

Be honest and 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, avoiding any appearances of a conflict of interest.

Candidates must be self-motivated and hard working, have a calm and professional demeanor, projecting a reasonable and considered approach to issues and challenges facing the City; be able to accept feedback/criticism in a constructive manner.

Candidates must have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and administrative counsel to the Mayor and City Council; be able to firmly and diplomatically present professional views and options, and carry out administrative decisions in a timely, professional, and impartial manner.

CITY OF PRINCETON

Candidates must strive to keep the Council “on the same page” and moving in the same direction. Don’t let the Council be “surprised” by issues.

Candidates must be an articulate and effective communicator—both orally and in writing; someone who is comfortable listening to and talking with a wide spectrum of people, and is open, friendly, and diplomatic with residents; someone who makes a good first impression.

Candidates must have strong analytical skills, with the ability to develop reports which include well-reasoned recommendations based on a thorough analysis of the relevant data; someone who is able to present these recommendations in a logical, understandable manner.

Candidates must be energetic and a proactive/visionary leader of “Team Princeton,” with the ability to successfully facilitate and assist staff 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 City.

Candidates should possess excellent interpersonal skills, have high-quality political instincts (be “apolitical”), and be politically savvy to work effectively with the Elected Officials (locally, and at the County, State and Federal level), the community and staff.

Candidates must have an “open door” policy and be a “macro” Manager—giving staff latitude to carry out their work while providing overall support of their mission, yet holding them accountable for performance; be someone who encourages innovative thinking by the staff.

Candidates must be approachable and interactive with the staff; be a “coach” and demonstrate willingness to counsel and mentor employees to help them achieve their greatest potential.

Candidates should be able to display a strong track record of effective customer relation skills and abilities.

Candidates must be self starters who are willing to listen to new ideas; be innovative and creative when addressing issues.

Candidates must be enthusiastic about participating and being very active in numerous community civic organizations; be visible in the community.

Candidates need to have an appreciation for the value the community places on preserving its rural/residential character, open spaces, and environmentally sensitive land use policies; understand life/living in a small town.

Candidates must be willing to commit to a reasonable tenure in service to the City of Princeton.

Candidates should have a sense of humor.



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PRINCETON
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