

RECRUITMENT BROCHURE

Voorhees Associates, LLC is pleased to announce the recruitment and selection process for the Village Administrator for the Village of River Forest. This profile provides background information on the Village of River Forest and the municipal organization, as well as the requirements and expected qualifications for the next Administrator. Candidates interested in applying for the position should submit their résumé, cover letter, and contact information for five professional references by July 1 to resume@VoorheesAssociates.com.



Heidi J. Voorhees, President



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Formal applications should be submitted to:
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THE VILLAGE OF
RIVER FOREST,
ILLINOIS

VILLAGE
ADMINISTRATOR

PROFESSIONAL ANNOUNCEMENT

River Forest, IL (11,635) Historic suburban community located 11 miles west of downtown Chicago and adjacent to Oak Park, seeks candidates to serve as its next Village Administrator. Located in Cook County, River Forest encompasses 2.5 square miles and is home to two universities, Dominican University and Concordia University Chicago. The community is known for its beautiful neighborhoods with architecturally significant homes and tree-lined streets. The Village is a full-service community with 74 full-time and 5 part-time employees and a \$17 million budget. The Village Administrator is appointed by and reports to the Village President and a six-member Board of Trustees, elected at large to four-year staggered terms. The Village has had two Administrators since 1990. Candidates will be expected to have a strong background in fiscal management as well as experience in oversight of all Village operations, including staff recruitment and development, economic development, and redevelopment. Candidates must have

five to seven years increasingly responsible experience in an upper management position in a community or organization of comparable size and complexity. Requires bachelor's degree in public administration, business administration, public policy or related field. Master's degree (MPA) or other advanced degree strongly desired. Candidates must possess excellent interpersonal skills, an approachable, welcoming style with the community and staff and a proven record in effective service delivery and creative problem solving. Starting salary \$135,000+/-, depending on qualifications and experience. Excellent benefits package. Residency not required. Send résumé, cover letter, and contact information for five professional references by July 1 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 RIVER FOREST

COMMUNITY BACKGROUND

The Village of River Forest (pop. 11,635) is a beautiful, historic community known for its tree-lined streets with elegant homes designed and constructed by notable architects, including Frank Lloyd Wright. Located in Cook County, just ten miles west of the Chicago Loop, River Forest's neighboring communities include Oak Park, Elmwood Park, Maywood, and Forest Park. River Forest is home to two universities, Concordia University and Dominican University, which add to the beauty and character of the community. Like much of the Chicago metropolitan area, River Forest's earliest inhabitants were the Ojibwa, Menominee and Potawatomi until the 1830s. In 1831, George Bickerdike and Mark Noble constructed a steam-powered sawmill on the Des Plaines River. Five years later, Ashbel Steele became the first permanent resident of Noyesville, the early name for River Forest. In the 1850s two prominent families became the first subdividers of the area—the Henry Quick family and the David Thatcher family. The area continued to grow over the next 30 years, helped along by the relocation after the Great Chicago Fire of 1871. Concerned with the saloons located along Harlem Avenue, River Forest incorporated in 1880. The population in 1894 was 1,000 and grew to 8,829 in 1930. River Forest is home to Resurrection Hospital Medical Center, and the headquarters for the Cook County Forest Preserve District.

River Forest is known for its excellent school system. There is one elementary school district within River Forest and students can attend Oak Park-River Forest High School. There are also four private elementary schools and one private high school in the community.

Additional information about the Village of River Forest can be found on the Village's website: www.River-Forest.us.

COMMUNITY QUICK FACTS

Population	11,635
County	Cook
Square Miles	2.5
Median Age	38.6
Median Family Income	\$122,155
Total Housing Units	4,092
Average Home Value	\$383,189
Median Home Value	\$630,579 (2008)

RIVER FOREST VILLAGE GOVERNMENT BACKGROUND

The Village of River Forest is a non-home rule municipality. The Village President and six members of the Board of Trustees are elected at large for four-year staggered terms. The Village President and Board of Trustees

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serve as the policymaking body for the Village of River Forest. The Board is currently divided into six standing committees that meet on an as-needed basis: Planning, Finance, Police, Fire, Public Works, and Health, Legal and Recreation. The Village President recommends the appointment of the Village Administrator with the consent of the Village Board. The Village Administrator is responsible for the day-to-day administration of Village operations and services. River Forest has had two Village Administrators in the last 20 years, a strong indicator of the stability and professionalism of the Village government. The Village Administrator is responsible for the oversight of 74 full-time and five part-time employees and an annual budget of \$17 million. The Village of River Forest is a full-service municipality. Department Heads include the Police Chief, Fire Chief, Public Works Director, and Finance Director. Also reporting to the Village Administrator is the Assistant Village Administrator position, which is budgeted but not filled.

The Village's Police Officers are represented by the FOP, the firefighters are represented by IAFF and the Public Works employees are represented by Local Operating Engineers 150. All contracts expired on April 30, 2010 and negotiations are currently ongoing.

ECONOMIC AND FISCAL HEALTH

In the mid 1980s the Village of River Forest established the River Forest TIF District, which has been very successful for the community. The TIF includes the "River Forest Town Center I" and its 150,000 square feet of retail space including Whole Foods, Walgreens, Boston Market, Citibank, Starbucks, Men's Warehouse and Petco. A 60,000 square foot Jewel/Osco is located nearby also within the TIF District. The "River Forest Town Center II" has also been very successful and includes Ann Taylor Loft, Panera, Chico's and Lenscrafters. The Village Board is currently reviewing Requests for Proposals to redevelop two sites along Lake Street also within the TIF District. The TIF District expires in December 2010.

In 2009, the Village of River Forest applied for and received a state grant to conduct a study of the village's four major commercial corridors: North Avenue, Lake Street, Madison Street and Harlem Avenue. The Village's Plan Commission worked with a planning consultant and held several community meetings, gathered data from the business community, and eventually approved a long-range plan for each corridor that addresses improvements, redevelopment, beautification, and revitalization. The plan also addresses a parking strategy for the older developed areas of Lake Street. The Village has retained a planning consultant to assist in the implementation of the long-range plan with the first effort the RFP process for the Lake Street sites described earlier.



Also in 2009, the Village Board appointed a Citizen Advisory Committee on Village Finances to assist the Village's Finance Committee, Village Board and staff in addressing projected operating deficits in the Village's

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General Fund anticipated to begin in fiscal year 2011. The committee was established to “review the Village’s financial condition and make recommendations with regard to cutting Village expenditures and expanding revenue sources.” The committee consisted of three Village Trustees who are members of the Village’s Finance



Committee and eight citizens chosen by the Village Board. The committee thoroughly reviewed staffing levels of all Village departments—in the previous two years, staffing levels had been reduced by 10% with eight full-time positions eliminated. Based upon the committee’s analysis, which included a comparison to comparably sized communities, the majority of the committee concluded they could not recommend further staff reductions without significant service level cuts. The committee then reviewed all expenditures over \$25,000 and identified two immediate reductions in spending that would save \$120,000 annually—transfer the cost of crossing guards to the School District for a savings of \$100,000 and require parochial schools to pay for the

nursing services provided by the Village for a savings of \$20,000 annually.

The Committee then looked at revenue increases, deciding to recommend an increase in the vehicle license fee and in the METRA daily and monthly parking fees. The committee also recommended the consideration of a fee for fire inspections. Finally, the committee recommended that the Village Board consider increasing the Village’s sales and/or property taxes via non-home rule referendum.

ISSUES/CHALLENGES/OPPORTUNITIES

The next Village Administrator can expect to work with the elected officials and the Village staff on the following issues:

- Continued focus on the Village’s finances in an effort to further address the anticipated deficit. Work collaboratively with the Village Board on revenue and expenditure projects and issues including the possibility of a non-home rule sales tax referendum in November 2010 or April 2011.
- Implementation of the Village’s long-range economic development plans in conjunction with the Village’s planning consultant. Represent the Village to the business community, including but not limited to the Chamber of Commerce. Serve as an advocate and point person for economic development in the Village.
- Assist in the recruitment and selection process for department heads including the Police Chief and Finance Director. The Village currently has an Acting Police Chief and an Interim Finance Director.
- Where appropriate, work collaboratively with neighboring communities and other local government taxing bodies in an effort to provide municipal services in the most efficient manner possible, focusing on common goals and strategies.

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VILLAGE ADMINISTRATOR CANDIDATE QUALIFICATION CRITERIA

The Village Administrator position in the Village of River Forest requires well-developed leadership abilities and management skills that are based upon consensus building and problem solving as well as a strong desire to work in a collegial, team oriented environment. He/She must be a highly motivated, self-starting and confident individual with excellent interpersonal skills.

Residency within the Village of River Forest is not required though candidates should reside within a reasonable distance. The proposed starting salary range for this position is \$135,000+/-, depending upon qualifications and experience.

Education and Experience

A bachelor's degree in public administration, public policy, business administration or related field from an accredited college or university is required; a graduate degree in public administration or related field is strongly preferred.

Have proven management experience with five to seven years of progressively responsible experience; experience in a full-service municipality of similar size to the Village of River Forest is preferred.

Have direct experience in successful Board relations, able to work effectively with a variety of perspectives and styles.

Possess strong financial management abilities involving budget development and controls, financial forecasting, proven and sustainable revenue generation, and capital improvement programming; have excellent analytical skills.

Possess confidence in his/her abilities with the ability to respectfully and diplomatically present an alternative perspective to the Village Board when appropriate.

Have experience in the development of an effective and cohesive management team; instill creativity and a desire for innovation in all employees.

Prepare and share information equally with all members of the Village Board; provide the Board with policy alternatives and be comfortable with the Board's policymaking/legislative role.

Possess knowledge of economic development tools, programs, and strategies and have a proven record with infill development/redevelopment, including a positive record of interaction with business leadership.



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Possess demonstrated excellent oral and written communication skills and the ability and willingness to communicate openly and transparently with the Village President, Village Board, employees, and community; be comfortable communicating the Village's mission and vision to the community.

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 working effectively with all levels of government, securing grants and loans to assist the Village with infrastructure improvements, economic development initiatives, capital purchases and other initiatives that will reduce the tax burden while maintaining a high level of service delivery.

Management Style and Personal Traits

Possess complete integrity and exemplify professional, impeccable behavior which meets the highest standards.



Be an excellent communicator; a good listener; be someone who honestly and openly seeks and enjoys the input of others whether they are citizens, staff, or elected officials.

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.

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

Be committed to the ideals of transparency in government, openly communicating with residents, businesses, and the media on current and upcoming issues under consideration by Village officials.

Be a strong administrator who is self-confident and has the courage of her or his convictions to present carefully thought-out policy-related alternatives and recommendations for Board action while recognizing the importance of carrying out the direction of the policy decisions of the Village President and Board of Trustees.

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

Have a high energy level and enthusiasm for meeting the challenges and responsibilities of the Village Administrator's position; be comfortable serving as a leader for the Village in its economic development initiatives.

Exemplify and be committed to a customer service orientation and be able to further promote and support such an orientation among staff throughout the organization.

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Have experience in the leadership of an experienced and professional staff that is well regarded in the organization and the community.

Have a demonstrated track record of analyzing programs, operations, and services with data derived from benchmarking, best practices and cost/benefit analyses.

Be a proactive Administrator, anticipating trends, providing the Village President and Board with information, analyses, alternatives and insights on municipal operations and community issues.

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

Possess an engaging and warm manner, taking the job seriously, but not oneself.



Village of River Forest Organizational Chart

