



CITY ADMINISTRATOR



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EXECUTIVE RECRUITMENT

CITY OF CREST HILL

CITY ADMINISTRATOR

GovHR USA, LLC is pleased to announce the recruitment and selection process for the City Administrator for the City of Crest Hill, IL. This is an exciting opportunity for local government leaders interested in leading a full-service City that is taking advantage of its strategic location to pursue its economic development goals. This brochure provides background information on Crest Hill as well as the requirements and expected qualifications for the City Administrator's position. Additional information about Crest Hill can be found on the City's [website](#).

Candidates interested in applying for the position should electronically submit their résumé and cover letter, along with contact information for five (5) work-related references by September 17, 2021, at www.GovHRUSA.com. Questions regarding this opportunity may be confidentially directed to the executive recruiter working with the City of Crest Hill:

GovHRUSA
Heidi Voorhees, President
Phone: 847-380-3240
Email: HVoorhees@GovHRUSA.com

THE CITY

The [City of Crest Hill](#) (Pop. 20,376) is a strategically located community of strong neighborhoods, bustling commercial districts and beautiful open space in Will County that was incorporated in 1960 to preserve its small-town character. The City is located about 40 miles southwest of Chicago and is bordered by Romeoville to the north and Joliet to the south, with close access to I-55, I-80 and I-355. Crest Hill is home to Carillon Lakes, a highly desirable senior living community with 1,100 homes; Stateville Prison; and two active TIF Districts, with developable land in the Weber Road TIF District, and a third district in process.

Year-round recreational opportunities are provided by the Lockport Park District. Residents can enjoy an 18-hole golf course, recreational programming, a community center, pool and numerous playgrounds spread throughout the community. Residents and visitors alike flock to Siegel's Cottonwood Farm, which hosts an annual Pumpkin Patch, Corn Maze and other seasonal activities.



DEMOGRAPHICS

Population: **20,376**

Number of Households: **7,194**

Owner occupied housing units (%): **66.5%**

Land area: **9** square miles

Median Household Income (2019 dollars):
\$56,616

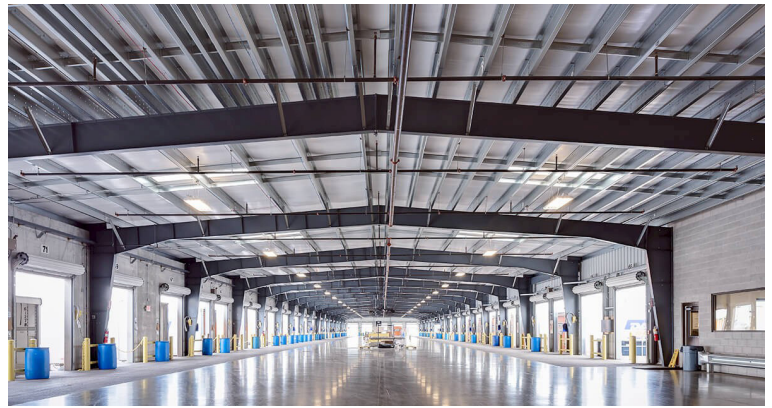
Median Home Value: **\$169,200**

(Source: U.S. Census, QuickFacts, 2019 estimated)



BUSINESS AND ECONOMIC DEVELOPMENT

Located in desirable Will County, 40 miles from Chicago, Crest Hill is the first choice for many businesses looking to locate in the premiere transportation and logistics corridor in the Midwest. The community is strategically located in the center of the dynamic Interstate 80 and Interstate 55 Corridors, allowing business to take advantage of a regional population of 9.4 million people. Metro Chicago is one of the world's finest transportation centers and Crest Hill provides convenient access to O'Hare International Airport, Midway International Airport, Lewis University Airport, the CenterPoint Properties Intermodal Centers in Elwood and Joliet, and the Metra Rock Island Line and Heritage Corridor Line railroads. The City's largest employer is Stateville Prison, which is within the City limits and has a population of approximately 3,000. The City is also home to a 125-acre business park which includes Aaron Thomas Packaging, Dayton Freight, and Rich Foods, among other corporations, including an Amazon package sorting center opened in 2017 and has 2,500 employees. There are three major corridors within Crest Hill on Route 30, Weber Road and Route 53, with developable land still available primarily along Weber Road. The Stateville Prison Property also has developable land, and the City has been actively seeking the state's cooperation in rezoning the property. Crest Hill is home to numerous smaller commercial areas which have thriving small businesses.



CITY OF CREST HILL MISSION STATEMENT

The City of Crest Hill is committed to enhancing the quality of life for its residents and businesses by providing essential infrastructure, public safety services, and thoughtful, planned development that ensures fiscal responsibility and promotes ethical stewardship of the City's resources.

64 full-time employees

\$44.6 million total budget

Currently constructing a
400,000 square foot new
government complex

The City's water is provided through
11 wells. Crest Hill owns
2 wastewater treatment plants

The City has very healthy reserves,
at **40%** of operational budget

'AA' bond rating



City Hall Construction

CITY GOVERNMENT

The City of Crest Hill is a non-home rule community that operates under an Administrator form of government. The current City Administrator has served the community for 13 years, the last five as Administrator. She recently accepted a City Administrator position in a larger community. The eight-member City Council is elected by wards with staggered elections occurring every four years. The Mayor (recently re-elected to his fourth term) is elected at large and serves for four years. The City Administrator provides daily supervision over the City's operations and collaborates with the Mayor and City Council on the appointment of all City department heads.

Crest Hill is a full-service community with a [\\$44.6 million total budget](#) (including a \$10.3 million General Fund). The City Administrator oversees a staff of 64 full-time employees (66 FTEs) in the departments of Building, Community Development, Police, Public Works & Streets, Water & Wastewater, and Treasurer and Finance. Fire and emergency medical services are provided by two outside Fire Protection Districts, primarily the Lockport Fire Protection District with a small portion of the City covered by Plainfield Township Fire Protection District. Two groups of employees in the Police and Public Works Departments are currently unionized and are governed by a Civil Service Commission consisting of three residents appointed by the Mayor and City Council. The City's water is provided through 11 wells. Crest Hill owns two wastewater treatment plants and they are currently undergoing significant improvements. The City is a member of a regional risk management association and a regional health insurance cooperative.

The City is currently constructing a 40,000 square foot new government complex, which will encompass a city hall, council chambers/community center, police department, police/military memorial garden, library, indoor and outdoor recreation areas, and walking and bike trails. The project is expected to be completed by the end of 2021.

The City has very healthy reserves, currently exceeding the city's reserve policy (40% of operational budget), a 'AA' bond rating from Standard & Poor's Rating Agency, and low bonded debt. The City has received the Government Finance Officers Association's Certificate of Achievement several times in recent years.

The City has a non-home rule sales tax in place, which is used to fund a property tax rebate program, debt service payments, and Police Department operating expenditures, among other items. The City also maintains a Capital Project Fund in an effort to take a longer-term approach to the systematic replacement of vehicles, building, technology, computers and building maintenance for the City.



City Hall Rendering

CITY ADMINISTRATOR POSITION

The City Administrator is appointed by the Mayor with the consent of the City Council. The Administrator works closely with the elected officials on the City's strategic initiatives. The City Administrator leads the staff in effectively administering City operations and in the development and administration of the annual budget. While the Mayor and City Council officially appoint department heads, the City Administrator is an integral part of the recruitment and selection process.



New Public Works Facility

KEY PROJECTS AND CHALLENGES

Crest Hill is a pro-business community that is undergoing significant economic development. The next City Administrator is expected to be actively engaged in economic development with a passion for promoting the City and ensuring that the City's interests are represented. The City has two Tax Increment Financing (TIF) Districts and has a third TIF underway. The next City Administrator will lead the process for an open Economic Development Officer position.

The City of Crest Hill has invested in its public facilities, recently opening a new 40,000 square foot Public Works facility this past May and then opening a new City Hall/Police Department later this year. A \$36 million rehabilitation effort is underway for the City's west wastewater treatment plant. The next City Administrator will be involved in planning the City's move to its new location and ensuring that the contractual obligations for the new and rehabbed facilities are met.

POSITION REQUIREMENTS

The City is seeking an experienced and collaborative leader for its next City Administrator. The successful candidate will have:

- Bachelor's degree in public administration, planning, business or related field.
- Master's degree in public policy, business or related field is highly desired.
- Seven to ten years progressively responsible management experience in a community or organization of comparable size and complexity.
- Strong organizational leadership skills with experience in oversight of a full range of municipal operations.
- Be skilled in building consensus with elected officials and providing the elected officials with the information and professional guidance they need to move forward on the City's goals.
- Have demonstrated experience in economic development with a passion for the recruitment and retention of businesses to Crest Hill.
- Bring innovation and creativity to the administration of municipal services, always seeking to improve processes and customer service.
- Have a strong interest and ability to supervise employees creating an environment of trust, integrity, and mentorship where employees respect one another and where the municipal organization consistently functions at a high level of customer service.
- Have proven verbal communication and listening skills, both one-on-one and in group settings, treating everyone in a professional and respectful manner.
- Possess strong presentation experience and have excellent writing and interpersonal skills.



THE IDEAL CANDIDATE

- Genuine passion for public service and a dedication to the City as it grows and develops.
- Be innately collaborative with the ability to bring differing points of view together in a cohesive, strategic direction.
- Be a strategic thinker with the ability to foresee issues and provide the elected officials with a variety of policy options to consider.
- Highly motivated, goal-oriented leader with a proven ability to be seen as credible and reliable, gain cooperation and communicate clear direction.
- Creative in solving problems, encouraging and empowering employees to find new and better ways to get work done.
- High energy level and enthusiasm for meeting the challenges and responsibilities of the Director's position; have a strong work ethic and be able to work independently with sound judgement.



COMPENSATION AND BENEFITS

The anticipated starting salary range is \$165,000 - \$185,000 +/- DOQ. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, dental, and vision coverage (also available to dependents), and life insurance. The City also offers paid vacation, holidays and sick leave. **The City does not have a residency requirement.**

SELECTION PROCESS

Apply online at www.govhrjobs.com with a resume, cover letter and contact information for five professional references by September 17, 2021. Confidential inquiries are encouraged and should be directed to Heidi Voorhees, President, GovHR USA, HVoorhees@govhrusa.com, or by phone at 847-380-3240.

The City of Crest Hill is an Equal Opportunity Employer.



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