



Crest Hill, IL

Meeting Date:	January 27, 2025
Submitter:	Tony Graff, Interim City Administrator
Department:	Administration
Agenda Item:	<ol style="list-style-type: none">1. City Administrator Recruitment Consulting Services Proposed Schedule2. Recommendation to Revise the City Administrator's Job Description

Summary:

1. MGT Consulting Services for the City Administrator's Recruitment agreement was approved by the City Council on 8/5/2024. (See Attachment) The proposed schedule was prepared by Ryan Cotton, MGT Representative and reviewed. The announcement to begin the process is proposed to begin the week of February 10, 2025 with a target date for finalist interviews to be the week of April 22, 2025.
2. The City Administrator Job Description was updated 5/7/2019. MGT Representative Ryan Cotton reviewed the job description as part of the Recruitment process for a search for City Administrator candidates. The following categories address recommendations to revise to improve and attract candidates to apply for the position. The areas are:
 - Essential Duties & Responsibilities

Revise: Manage, ~~and~~ oversee, **and coordinates** all Department, **including the Finance Department**, to achieve goals; plan and organize workloads and staff assignments; train, motivate, and evaluate staff; review progress and direct changes as needed.
 - Desired Minimum Qualifications
 - a) Education & Experience

Revised: Bachelor's degree in public or business administration, **management**, public policy, planning, **economic development**, finance, or related field.

Revised: ~~Seven to ten years~~ **Three to seven years** of progressively responsible experience as a Chief Administrative Officer or Deputy Chief Administrative Officer, or an equivalent combination of training and experience.

b) Knowledge, Skills, and Abilities

Revised: Demonstrate knowledge of the principles, practices, and methods of City or public governmental or institutional management, public administration, supervision and operational administration.

Revised: Demonstrated knowledge of municipal or public governmental or institutional finance, risk management, accounting, public information, labor relations, and organizational management.

Revised: Demonstrated knowledge of municipal or governmental law enforcement and public works operations, community development and zoning, water, and wastewater treatment.

Revised: Demonstrated ability to maintain knowledge of Federal and State requirements as well as current municipal and governmental or institutional management trends and developments.

Recommended Council Action: Request to approve the revised Job Description at the February 3, 2025, City Council Meeting and begin the recruitment process.

Financial Impact:

Funding Source: N/A

Budgeted Amount: N/A

Cost: N/A

Attachments:

MGT Recruitment Consulting Agreement

City Administrator's Revised Job Description

Proposed Recruitment Search Schedule