

**Assistant City Administrator/Human Resources Director**  
**City of Crest Hill, Illinois**

**Salary Range:** \$140,000 to \$180,000 DOQ/E.

**Application Deadline:** Open until filled

**Population:** 20,459

**Good government starts with good people.**

***Help support the workforce behind Crest Hill.***

The City of Crest Hill is seeking an experienced Assistant City Administrator/Human Resources Director to support its workforce and partner with executive leadership. Reporting to the City Administrator, this role oversees human resources functions and contributes to City-wide initiatives.

This is an opportunity for a public sector professional who values strong people practices, sound judgment, and effective local government.

#### **Join a Thriving Community**

Located in Will County, approximately 40 miles southwest of Chicago, Crest Hill is a growing, financially sound community with a strong municipal team and a commitment to continuous improvement. The City operates with a professional management structure, an engaged Mayor and City Council, and a workforce dedicated to responsive public service. Crest Hill's \$50 million budget, AA bond rating, low debt, and healthy reserves reflect the City's financial strength.

#### **Position Overview**

As **Assistant City Administrator/Human Resources Director**, you will lead the City's human resources programs and serve as a trusted advisor to the City Administrator and department leadership. The position combines strategic HR leadership with hands-on administration and executive support.

Key responsibilities include:

- Supervise and be responsible with two (2) to three (3) department heads for those departments staffing, budgets, and projects.
- Oversee City Communications & Community Engagement and Information Technology staff and/or consultants.
- Directing and administering all human resources functions, including recruitment, employee and labor relations, benefits, compensation, training, and performance management
- Serving as lead administrator for union contracts, grievances, and arbitration, working closely with department heads and legal counsel
- Developing, implementing, and interpreting personnel policies and the Employee Handbook
- Ensuring compliance with federal, state, and local employment laws and regulations

- Administering employee benefits, wellness programs, workers' compensation, and personnel records
- Preparing and managing the human resources budget
- Serving as staff liaison and ex-officio test administrator for the Civil Service Commission
- Attending City Council meetings and representing the City at regional and professional meetings
- Completing special projects and serving as Acting City Administrator when assigned

### **Ideal Candidate**

The successful candidate will bring a strong background in municipal human resources or public administration, along with the judgment, discretion, and communication skills needed to work effectively with elected officials, executive leadership, employees, and external partners.

### **Minimum qualifications include:**

- Bachelor's degree in public administration, human resources management, or a related field. Master's degree preferred.
- Five years of progressively responsible experience in public administration or human resources, preferably in a municipal environment

### **Desired knowledge and skills include:**

- Labor relations and collective bargaining experience
- Knowledge of employment law, civil service systems, and municipal operations
- Strong policy development and organizational skills
- Ability to handle confidential and sensitive matters with professionalism
- Clear and effective written and verbal communication skills
- Collaborative leadership style with a strong customer service orientation

### **Why Crest Hill**

- Opportunity to serve in a senior leadership role within a stable municipal organization
- Meaningful work that directly supports employees and the community
- Professional environment that values integrity, accountability, and continuous improvement
- Competitive compensation and comprehensive benefits package

### **How to Apply**

Ready to take the lead in shaping the future of Crest Hill? [Click Here to Apply!](#)

The City of Crest Hill is working with LocalGov Staffing Solutions, LLC to help fill this important role. This position will remain open until filled, with applications reviewed on a rolling basis. If you have any questions, feel free to reach out to Laurie Pederson, President, [LP@localgovstaffing.com](mailto:LP@localgovstaffing.com)

*The City of Crest Hill is proud to be an Equal Opportunity Employer. We welcome applicants from all backgrounds and do not discriminate based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, or veteran status.*

DRAFT