



Agenda Memo

Crest Hill, IL

Meeting Date:	January 5, 2026
Submitter:	Blaine Wing, City Administrator
Department:	Administration
Agenda Item:	Discussion of Assistant City Administrator/HR Director Job Advertisement, Salary Range and Job Description

Summary: At the end of 2025, City Council authorized LocalGov Staffing Solutions, LLC, to recruit for an Assistant City Administrator/HR Director. Laurie Pederson then began reviewing the City's previous position information, formulating a schedule, and drafting the attached materials. At this time, Laurie is seeking Council's approval to post the job ad with a salary range of \$140,000 to \$180,000 based on her review of the current market for this position in the greater Chicagoland area.

Financial Impact:

Funding Source: General Fund

Budgeted Amount: Current HR Director/Consultant Budget

Cost: N/A

Recommended Council Action: Discuss and approve the draft job ad description, salary range, and job description.

Attachments:

- Draft Assistant City Administrator/HR Director Job Advertisement
- Compensation Comparison
- Draft Job Description