



## Agenda Memo

Crest Hill, IL

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<b>Meeting Date:</b>	January 5, 2026
<b>Submitter:</b>	Blaine Wing, City Administrator
<b>Department:</b>	Administration
<b>Agenda Item:</b>	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