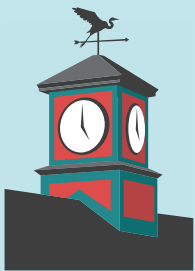


BARRINGTON, ILLINOIS HUMAN RESOURCES DIRECTOR



BARRINGTON
Be Inspired.



THE COMMUNITY

The Village of Barrington (4.61 square miles) is a historic suburb located just 40 miles northwest of Chicago in both Cook and Lake Counties, Illinois. The Village offers hometown charm and small-town heritage while embracing progress and innovation. The Village of Barrington (pop. 10,722) serves as the hub of activity for the 90-square-mile Barrington area, which consists of 7 independent villages and more than 47,000 residents. Barrington has a diverse economy with a mix of small businesses, corporate offices, and retail establishments.

The Village has a rich history; while the Village was incorporated in 1865, the Barrington area was settled by pioneers in the 1830s. What began as a farming community quickly turned into a transportation hub. In the 1900s, the area became a countryside retreat for wealthy Chicagoans. Its equestrian tradition and wide-open spaces remain intact today. Barrington's Historic District is on the National Register of Historic Places and is one of the largest frame-home districts in the state.

While offering a peaceful suburban lifestyle, Barrington is well-connected to the rest of the Chicago metropolitan area via highways and public transportation. The Metra commuter rail provides convenient access to and from downtown Chicago. Barrington is located on Metra's Union Pacific-Northwest line which runs to the Ogilvie Transportation center in downtown Chicago, generally operating both on weekdays and weekends. There are three significant regional roads that transit through the Village including Northwest Highway (US Route 14), Illinois Route 59 (Hough Street), Illinois Route 68 (Dundee Road) and Lake Cook Road (Main Street).

The Village is known for its strong sense of community spirit. Residents take pride in their village, and there is a vibrant cultural scene with art galleries, the Catlow arts center, and family-friendly community events held throughout the year. Barrington is surrounded by beautiful natural landscapes including parks, forest preserves, wetlands, and lakes; this provides a wide variety of recreational opportunities thanks to the abundance of green spaces in the area. The Village is home to excellent public and private schools highly regarded for academic excellence and comprehensive extracurricular activities.

"Be inspired" in Barrington.



VILLAGE GOVERNMENT

In November 2022, Barrington residents voted to grant Home Rule status to the Village of Barrington. The municipality functions under the President – Trustee form of government. The Village President, Board of Trustees (6 members), and a Village Clerk are elected at large to staggered four-year terms. The President and Board of Trustees are responsible for appointing a Village Manager and hiring personnel to staff the operating departments. As such, this position will be appointed by the Village Board and will report to the Village Manager. The Village President and Trustees also serve on various committees, as appropriate. These committees discuss specialized issues and make recommendations to the entire Village Board.



The Village of Barrington provides high quality municipal services through 10 departments:

- Administration
- Communications & Community Engagement
- Cultural Affairs
- Development Services
- Financial Services
- Fire
- Human Resources & Risk Management
- Police
- Public Safety
- Public Works

In addition, the Village has the following Boards and Commissions:

- Architectural Review Commission
- Bike & Pedestrian Advisory Committee
- Cultural Commission
- Electrical Commission
- Environmental Advisory Committee
- Fire & Police Commission
- Pension Boards
- Plan Commission
- Zoning Board of Appeals



THE POSITION IN BRIEF

The Village is seeking an experienced professional to serve as the Village's Director of Human Resources. The Director of Human Resources position demonstrates the Village's commitment to managing its human capital effectively and fostering a positive and productive work environment. The Director of Human Resources is appointed by the Village President with the concurrence of the Village Board and reports directly to the Village Manager.

This position is responsible for managing the day-to-day operations of the Human Resources & Risk Management Department. The mission of the Human Resources & Risk Management Department is to promote a work environment that fosters the provision of quality services to Village residents and provides a safe and respectful workplace. The person in this role will act as a catalyst to recruit and hire the best talent and maintain a professional environment that allows the Village to serve the community with integrity and responsiveness.

In 2024, the Village's authorized workforce includes 105.90 Full-Time Equivalent (FTE) employees, including 99 full-time employees, 7 regular part-time employees, 17 seasonal employees (part-time and seasonal equivalent to 6.9 FTEs) and 8 elected officials. The FY2024 departmental budget is \$761,525.

A successful candidate will demonstrate experience administering a broad range of human resource management functions, including recruitment, retention, policy and procedure development, performance management, employee relations, compensation, benefit programs, training and development, and HR compliance related duties. This position is an integral part of the Village's executive leadership team and will collaboratively service employee needs, as well as offering guidance on interdepartmental matters.

This position does not supervise any direct reports. Administrative support will be provided through the Payroll Coordinator who will assist with benefits management, as well as the Assistant to the Village Manager who will also help support various HR functions.

This position also supports the Fire and Police Commission. There are two employee groups represented by bargaining units, Police Officers are represented by the Fraternal Order of Police (FOP) and Fire Lieutenants and Firefighter/Paramedics are represented by the Barrington Firefighters, Local 3481 bargaining unit. The Fraternal Order of Police (FOP) contract expires December 31, 2025; the International Association of Firefighters (IAFF) contract expires December 31, 2026.



Sample Project Assignments

- Review and update Personnel Policy Manual.
- Review and update Risk Management Policies and Procedures in alignment with the Intergovernmental Risk Management Agency (IRMA).
- Reduce total liability insurance claim amounts, including workers compensation and property damage claims, below the IRMA target for the Village.
- Revise and update Village-wide Performance Evaluation Forms.
- Develop compensation strategies to enhance recruitment and retention.
- May act as chief negotiator during collective bargaining negotiations at the discretion of the Village Manager.
- Partner with the Intergovernmental Personnel Benefit Cooperative (IPBC) to coordinate and enhance employee group health and life insurance benefit programs.



ORGANIZATIONAL VISION

The Village is undergoing the implementation of its strategic plan (2021-2025) and is seeking a leader that will join in this pursuit. The President and the Board of Trustees identified four high-stakes challenges. The Village of Barrington will:

1. Preserve and Promote its Character and Small-Town Charm
2. Provide Excellent Public Services Through Infrastructure Management and Improvements
3. Proceed with Renewed Economic Development Efforts Throughout Barrington
4. Pursue Sound Financial Practices and Long-Range Financial Planning

While there are many other important challenges, this plan is focused on the issues that Barrington officials believe are most important to maintaining and creating Barrington's desired future. These are the high-stakes challenges Barrington intends to specifically intervene with and shape.

MISSION STATEMENT

The mission of the Village of Barrington is to preserve its unique small-town heritage and historical character, provide a safe environment for its residents, maintain a high quality of life through efficient use of resources, and respond to future challenges through citizen participation in all civic, social, and cultural endeavors.

VISION STATEMENT

As one of the most charming, historic, and quaint towns in Illinois, Barrington seeks to preserve its small-town character, excellent public services, and vibrant economy.



KEY RESPONSIBILITIES

The Director will coordinate, analyze, and propose staffing procedures, and will provide staff assistance to the Village Manager including but not limited to the following:

- Oversees the Village's overall talent management plan initiatives through establishing a comprehensive recruitment process that includes interviews, selection, orientation and onboarding, training, and performance reviews. Coordinates the recruitment process for all non-sworn positions to ensure compliance with Village hiring practices embracing best practices.
- Ability to resolve complex, sensitive human resource issues while balancing the impact to the staff and the organization.
- Manages and develops programs and activities related to the Village's benefits including creating a positive, productive, and supportive work culture focusing on physical, emotional, and financial well-being; this includes medical, dental, vision and life insurance, as well as flexible spending, deferred compensation plans, and the Illinois Municipal Retirement Fund (IMRF).
- Plays a significant role in collective bargaining and labor relations, by attending labor meetings, maintaining all records, and handling grievance procedures. May act as chief negotiator at the discretion of the Village Manager.
- Conducts HR investigations in accordance with Village policies and procedures.
- Responsible for compliance with federal, state, and local laws such as the Fair Labor Standards Act (FLSA), EEO, Fair Employment Practices, Family Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA).
- Adapts to new technology and assesses current platforms to enhance functionality, flexibility, and efficiency.
- Researches, develops, and implements policies and procedures further streamline and professionalize Village operations.
- Oversees any outsourced administrative and transactional human resources work ensuring effective use of employees and responding to organizational needs.
- Manages, directs, and promotes risk management and safety policies and programs throughout the Village. Coordinates claim administration for on-the-job injuries.
- Serves as designee to various intergovernmental agencies including but not limited to authorized agent for the Intergovernmental Risk Management Agency (IRMA) and Intergovernmental Personnel Benefit Cooperative (IPBC) for health benefits.
- Responds to Freedom of Information Act (FOIA) requests; coordinates the compiling of information for release; formulates and enforces the Village's policy regarding information disclosure.
- Prepares, implements, and analyzes annual department budget.
- May serve as staff liaison to commissions and committees.



LEADERSHIP SKILLS AND MANAGEMENT STYLE

- A strategic partner who offers creative solutions to human resources issues and a desire to understand unique workplace operational situations.
- A decisive leader who is confident, honest, fair, and one who consistently assures the integrity and competence of their work product, processes, and procedure.
- "Open door" management style and believes in and practices participative, collaborative team management with the ability to empower others.
- A consensus builder who can establish positive and productive working relationships with department directors, employees, labor unions, and other stakeholders.
- Possesses personal and professional integrity, gaining respect and inspiring the trust and confidence of colleagues, elected and appointed officials, and the general public through leading by example.
- An individual who understands and embraces a dynamic, fast-moving municipal organization that serves the community on a 24/7 basis.
- Strong verbal communication skills, both one-on-one and in a group or public setting.
- A positive track record of negotiation skills with the collective bargaining process allowing for effective contract administration in a consistent and fair manner.
- A highly motivated, strategic, and goal-oriented leader with a proven ability to gain cooperation and communicate clear direction.
- Organized, proactive, anticipatory and innovative, and can develop and implement creative strategies.
- Values the contributions of Village staff, engaging with employees and involving them in the decision-making process when appropriate.
- Can attract, develop, motivate, and retain highly qualified professional staff while serving as a mentor who encourages the best in employees.
- A record of continuing education and training to keep up to date with innovative human resources solutions and effective analysis methods.

MINIMUM QUALIFICATIONS

- A bachelor's degree with major coursework in Human Resources Management, Organizational Management or Leadership and/or Business or Public Administration or closely related field. A master's degree in a related discipline is preferred, but not required.
- Certification as a Professional in Human Resources (PHR/SPHR or CP/SCP) or other professional human resources certification is a plus. Certification may be required to obtain in timeframes specified by the Village. Any combination of education and experience that provides the equivalent knowledge, skills, and abilities will be considered.
- A minimum of five years of human resources experience in which at least 3 years have been spent in a management capacity; or any equivalent combination of training and/or experience.
- Proficiency in Microsoft Office. Experience with Springbrook and Right Stuff (timekeeping software) is a plus.
- Must possess a valid Illinois driver's license and a satisfactory driving record.



COMPENSATION AND BENEFITS

The starting salary range is \$120,000 - \$160,000 +/- DOQ and experience. The Village of Barrington offers a competitive benefits package that includes paid vacation, sick, holiday, and personal time; generous contributions to medical, dental, vision, and life insurance; Illinois Municipal Retirement Fund or downstate Fire/Police pension programs; optional deferred compensation plan, Metro Federal Credit Union membership, employee assistance program (EAP), and voluntary 125 flexible benefit plan.

HOW TO APPLY

Interested candidates should apply online by Friday, July 26, 2024 with resume, cover letter and contact information for five (5) work-related references to www.GovHRjobs.com to the attention of Riccardo (Rick) Ginex, Vice President, GovHR USA/MGT; Tel: (847)380-3240, ext. 160 or Ashley Eccles, Senior Vice President, GovHR USA/MGT, at aeccles@mgtconsulting.com.

For more information about the Village of Barrington, go to: <https://www.barrington-il.gov>.

The Village of Barrington is an Equal Opportunity Employer.

