

Deputy Village Manager

Village of Hanover Park, IL



Hanover Park^{USA}
America's Global Village

Hanover Park, IL

Deputy Village Manager

Position Summary



The Deputy Village Manager, under the direction of the Village Manager, assists with developing, administering, managing and directing all the operational activities and programs of the Village, and serves as the Public Information Officer. Acts as representative to the public on boards and committees, and when interacting with elected officials of the Village. Provides high level support to the Village Manager, makes recommendations and provides advice to the Village Manager regarding policies and procedures, manages programs as assigned, responds to complex citizen inquiries as needed, and coordinates department actions/responses. Manages press releases, social media and communications plan. Serves as liaison to the Park District, Liquor Commission, Special Events Committee and coordinates all Village events. Manages the HR Director and IT Director and ensures performance goals of their departments are being met. Oversees labor and employee relations initiatives and participates in negotiating collective bargaining agreements. Must provide administrative and operational leadership which encourages creativity, teamwork, professional growth, and development. Helps lead the Village to continuously improve in the efficient and effective uses of Village resources.

Compensation and Benefits

The salary range for the position is \$130,102 to \$188,648. Anticipated hiring salary range: \$150,000-\$175,000. A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund, a 3% contribution to 457 plan, medical insurance, including health, dental, and life insurance. The Village also offers paid vacation, holidays and sick leave.

How to Apply

Candidates should apply online at www.govhrjobs.com by July 31, 2024 with resume, cover letter, and contact information for five work-related references to the attention of Ann Everhart, Vice President, GovHR USA/MGT. Tel: 815-451-4559.



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Community Information

The Village of Hanover Park was incorporated in 1958 and has grown and developed significantly since those early years. It is a residential community located approximately 30 miles northwest of downtown Chicago. The Village operates under the council/manager form of government.

America's Global Village, Hanover Park, is a dynamic community of 38,000 residents, conveniently located 17 miles from O'Hare International Airport.

While primarily a residential community, the Village has diversified its tax base. Numerous large employers are located in three municipal business parks which generate significant sales tax revenue. The Village strives to provide excellent municipal services at an affordable cost. An Elected Board, consisting of the Village President, Village Clerk, and six Village Trustees, encourages public participation and a dedicated professional staff implements services. The Village of Hanover Park is a wonderful place to work, live and do business in.

The Village relies heavily on volunteers to serve on the Boards, Committees and Commissions. To encourage resident participation in Village government, the Village President appoints various voluntary citizen advisory committees comprised of residents with an active interest in the community. Residents, business people, and/or service agency representatives who reside, do business, or deliver and/or provide a service in Hanover Park can be appointed to a committee or commission by the Village President with the approval of the Board of Trustees.

Mission Statement

To deliver exceptional municipal services to enhance our high-quality community.

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Quality of Life

An exciting aspect of living in Hanover Park is the beautiful natural surroundings of the community. Recreational and open space abound. The outdoors can best be enjoyed with family, friends, and neighbors at one of Hanover Park's many parks or the Mallard Lake Forest Preserve! The Village is comprised of three park districts: Bartlett Park District, Hanover Park Park District, and Schaumburg Park District. The Village is also home to the Seafari Springs Aquatic Center.

Hanover Park boasts a diverse culinary scene, featuring multiple restaurants that offer an array of American and international cuisines. From cozy restaurants serving traditional local dishes to vibrant eateries specializing in exotic flavors, there's something to satisfy every palate.

The Village also holds multiple Special Events throughout the year, including a Doggie Eggstravaganza, Summer Soiree', Movies in the Park, and many more.

Hundreds of commuters board Metra commuter trains each weekday at the Hanover Park commuter station, which has seen the fastest growth of any West Line station.

It is a community rich with culture, and has a reputation as a friendly, quiet place with effective and engaged government, housing that is affordable, good schools and local community colleges. With 80 different nationalities and 30 languages spoken in Hanover Park, we are, as our tagline says, "America's Global Village". It is a safe community, with crime being on a downward trend over the past decade.

Hanover Park boasts the youngest residents of any Chicago northwest suburb, with a median resident age of 39.7. The spirit and energy of youth is visible throughout the community. Hanover Park is a family community with plenty of neighborhood sports teams and activities available for young families. The Hanover Park Sports Complex is host to both the Bartlett/Hanover Park Little League (baseball) and Hanover Park Hurricanes (football). Hanover Park neighborhoods are filled with children.



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Community & Economic Development

Hanover Park is a dynamic community with a strong business environment, encompassing over 430 businesses and 5 million square feet of industrial development. Our central location in Chicago's northwest suburbs ensures retail expenditures of over \$500 million a year!

Hanover Park is situated in the southwest portion of "The Golden Corridor," so-named because of its phenomenal rate of growth. This corridor stretches northwest from O'Hare Airport along the Northwest Tollway (Interstate 90). As more and more major corporations choose to locate in the Golden Corridor, the halo effect from their presence attracts an increasing number of businesses, both large and small, wanting to locate in this thriving, modern center of commerce and industry.

Our three TIF Districts; easy access to six major expressways; three airports, a great labor force and AA bond rating make Hanover Park a smart place to do business!

Hanover Park has a strong business-friendly environment, with over 430 businesses and 5 million square feet of Class A Industrial Business Parks. Major employers include Insight, Fischer Scientific, Fuji Film, Jabil Packaging Solutions, Round Ground Metals (RGM), Camcraft, Pentair, CMA Flodyne, Menards, and Tony's Fresh Market.

Hanover Park offers exceptional opportunities as a great place to live, work, develop, and do business. A new Village Center is underway with 100+ acres vacant land for TOD development.



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Village Government

Hanover Park has the Council-Manager form of government. The Village President, Board of Trustees, Village Clerk, and Village Manager work together with Village departments to address the needs of all residents. Hanover Park is a Home Rule Municipality.

The Village is governed by a President and six Trustees who are elected at large with staggered four-year terms. The functions of these officials are to formulate policies, to review and enact ordinances, and to guide the orderly development and administration of the Village.

The Village Manager is appointed by the President and the Board to oversee the day-to-day operations of the Village and to supervise the work of employees. The Village Manager evaluates municipal services, prepares the annual budget, makes policy recommendations, responds to resident inquiries, and acts as liaison between special interest groups or other governmental entities and the elected officials of the Village. The Village Manager appoints department heads and all Village employees, including the Deputy Village Manager, who also serves as the Village's Public Information Officer.

As a full-service Village, Hanover Park provides a broad range of services to its citizens. These include Police, Fire, Public Works, Finance, Community and Economic Development, Human Resources and Information Technology.

Hanover Park maintains a responsible budget planning process with a fiscally conservative approach that has resulted in a strong financial position to allow for robust funding for projects, operations and personnel that advance Hanover Park's mission and the Village Board's Strategic Plan Goals. The budget is recognized by the Government Finance Officers Association (GFOA) for the Distinguished Budget Presentation Award for the last thirty-four years. Hanover Park prides itself on delivering effective and efficient services for residents and has done so with a 0% increase in the property tax levy over the last eight years.



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Quick Facts

ONE VILLAGE, MULTIPLE JURISDICTIONS

Counties:

Cook County;
DuPage County

Townships:

Hanover and
Schaumburg
(Cook);
Bloomingdale
and Wayne
(DuPage)

School Districts:

Keeneyville Elementary
#20; School District U-46;
Community Consolidated
#54; School District #87;
Community Consolidated
#93; Lake Park High #108;
Palatine Township High
#211

**Colleges &
Universities:**

College of
DuPage; Elgin
Community
College; William
Rainey Harper
College

**Park
Districts:**

Bartlett;
Hanover Park;
Schaumburg

**Forest
Preserve
Districts:**

Cook County;
DuPage County

**Library
Districts:**

Poplar Creek;
Schaumburg
Township



Population: 37,470

Area: Approximately 7 miles

Location: 30 miles Northwest of Chicago

Median Age: 39.7 years old

of Nationalities: 80

of Languages Spoken: 30

Annual Budget: \$98M (FY'24 Budget)

of Employees: 220 full-time equivalent



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Opportunities and Initiatives

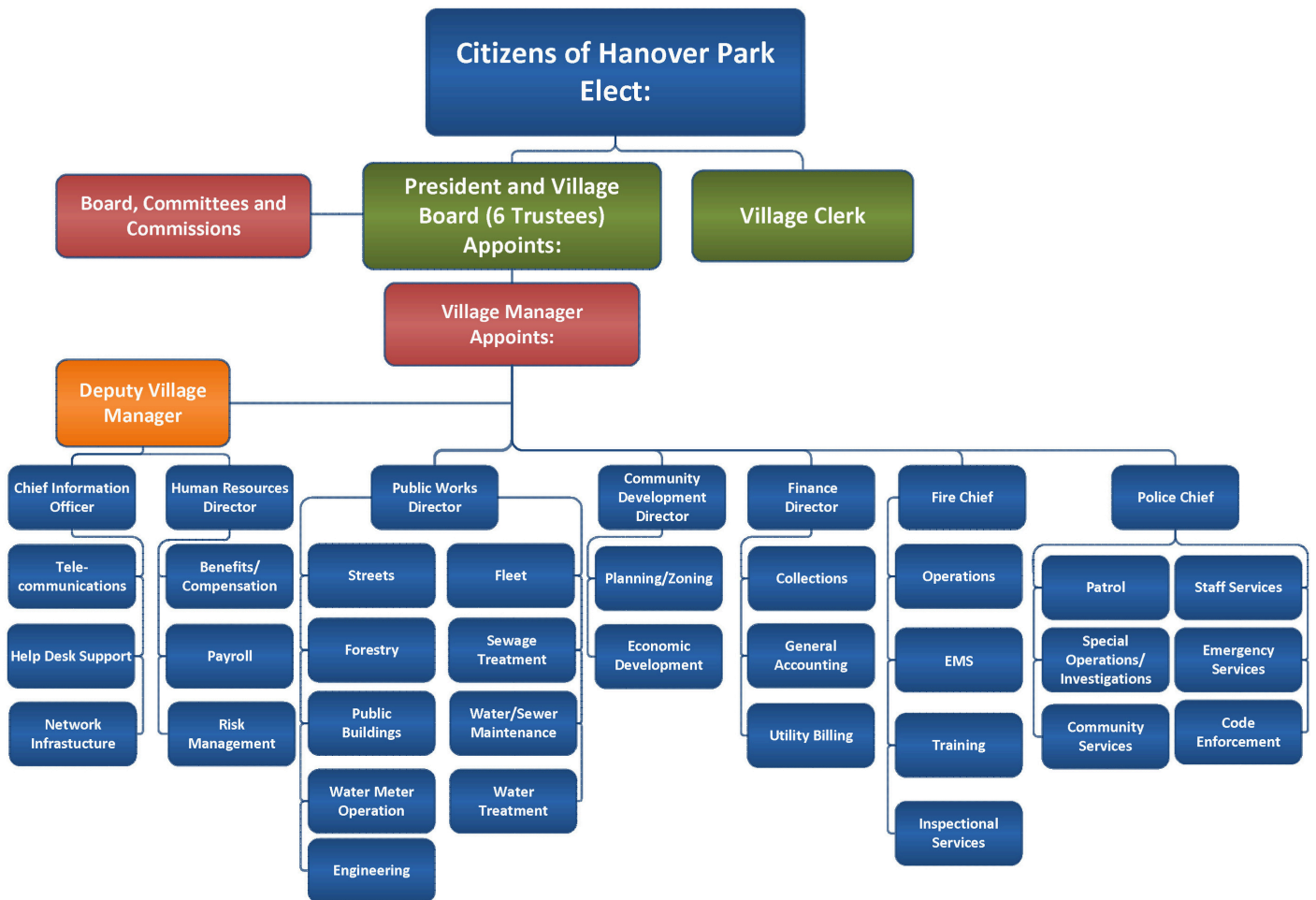
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- Three-year Strategic Plan (2026-2028)
- Community Engagement
- Budget Team Member
- Master planning for Village Hall and Public Works facility replacements (2025+)
- Further development of new Village Center
- Replacement of employee timekeeping system (2026) and Identification of other technology enhancements.
- Special Events Coordination and Oversight
- Retain talent and recruit new talent
- Maintain website, social media and technology enhancements
- Bring together leadership team of government partners to enhance communication
- Customer service enhancements
- DEI Oversight
- Environmental initiatives



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