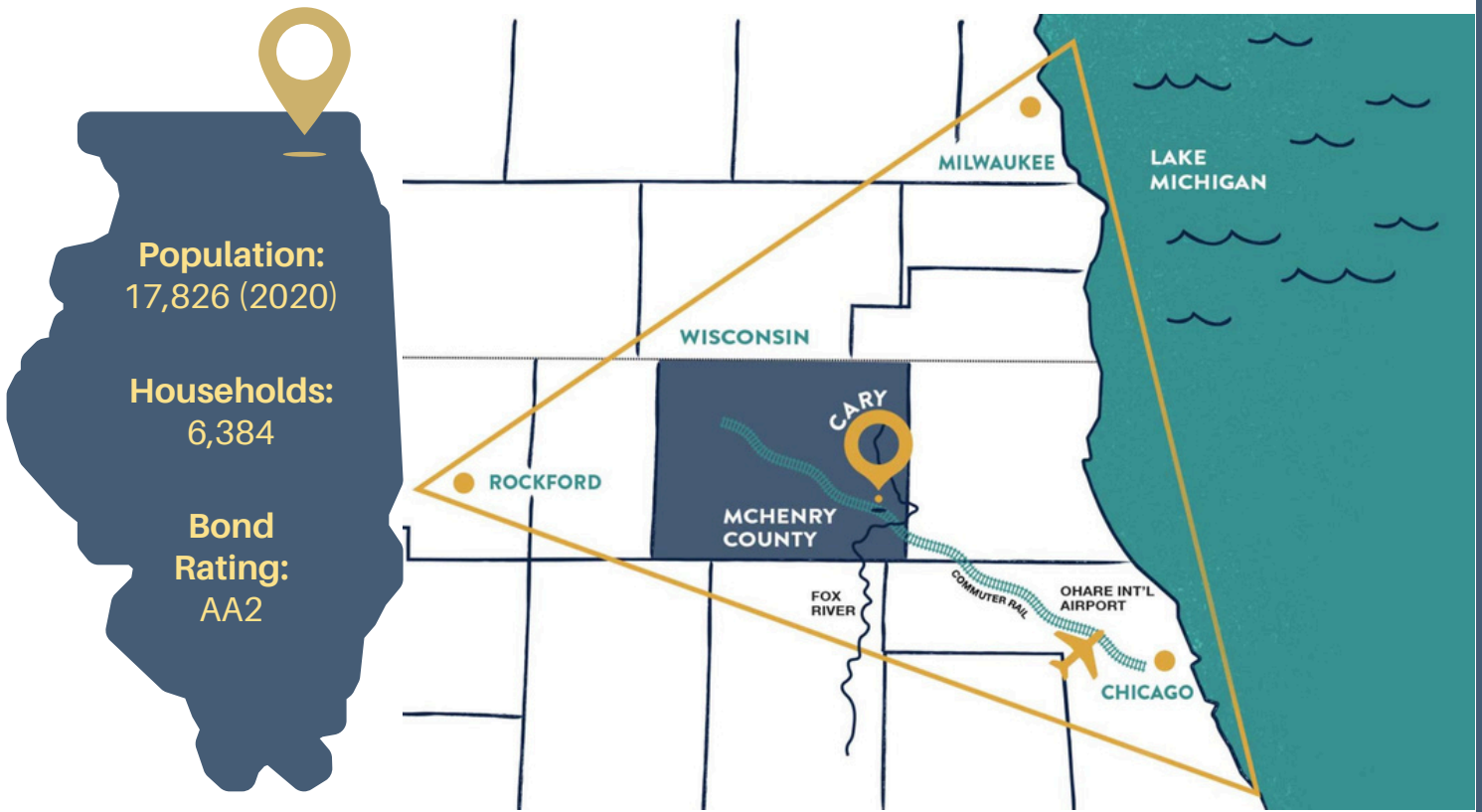




ASSISTANT VILLAGE ADMINISTRATOR

Village of Cary, Illinois

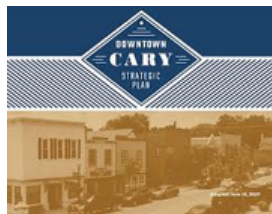
October 2024



Incorporated in 1893, the Village of Cary is a suburban community in McHenry County located 50 miles northwest of Downtown Chicago and 30 miles northwest from O’Hare International Airport. Covering 6.6 square miles, the Village is bordered by the Village of Oakwood Hills on the north, the City of Crystal Lake on the northwest, the Village of Fox River Grove to the east, the Village of Algonquin to the south and the Village of Lake in the Hills to the west. The scenic Fox River flows along the Village’s southeastern border. As of 2020, an estimated 17,826 people call Cary home.

Straddling the Northwest Highway/US Route 14 corridor, Cary retains a small-town feel but is well connected to regional transportation networks with a Metra Union Pacific Northwest Line commuter rail stop located in Downtown Cary. Interstate 90 is located approximately 12 miles from the Village with access from IL Route 31. The Village is recognized for the quality and safety of its residential areas, the friendliness of residents, and excellent public services, particularly, fire and police protection, parks, and schools.

Resources



Downtown Strategic Plan



CaryIllinois.com



ChooseCary.com

The Organization

The Village of Cary is a non-home rule community and operates under the Mayor / Trustee form of government. The Mayor is elected at-large to a four-year term. The six Village Trustees are also elected at-large for staggered four-year terms.

The Village Administrator is appointed by the Mayor with the advice and consent of the Board of Trustees and is responsible for overseeing the day-to-day operations of the Village government and its 66 full-time and 3 part-time employees. Services are provided by four operating departments:

- 1). Village Administrator's Office:
 - Communications
 - Finance
 - Human Resources
 - Information Technology
- 2). Community Development Department
- 3). Police Department
- 4). Public Works & Engineering Department

As a financial steward of Cary's resources, the Village takes pride in its strong AA2 bond rating. For FY2024-2025, a balanced budget was approved that included \$10.565 million in general fund expenditures and a total of approximately \$34.4 million across all funds.

The Village of Cary has earned a reputation as a leader in government collaboration. Cary is a founding member of the Southeast Emergency Communications (SEECOM) regional 9-1-1 dispatch center, the McHenry County Regional Police Training Center located in Cary, and the McHenry County Municipal Partnering Initiative (McMPI).

The Village of Cary is also very active with our regional partners; Mayor Kownick currently has leadership roles with the Illinois Municipal League, Metropolitan Mayors Caucus, and McHenry County Council of Governments.



What's Happening in Cary?

The Village of Cary prides itself on providing its residents with big-city amenities and small-town charm. In support of this mission, the Assistant Village Administrator will participate in a variety of initiatives that include:

- Potential non-home rule general sales tax & reinstatement of the grocery tax
- Creation of an Arts & Events Commission + implement the Public Works of Art Program
- Preparation & presentation of the FY26 budget and updates to the 5-year Capital Improvement Program (CIP)
- I.T. integration of police body worn cameras
- Amending the 2015 Comprehensive Plan
- Planning for the 3rd phase of downtown streetscape improvements
- Assisting with economic development initiatives
- Planning for the 2025 Cary Main Street Fest
- Further integration of G.I.S. into Village operations
- Expansion of the Village's digital outreach & public engagement

Position Summary

The Assistant Village Administrator provides highly responsible and complex support to the Village Administrator and department heads in the planning, directing, managing and reviewing of overall activities and operations in the Village of Cary. This position is responsible for supervising internal operations such as Communications, Finance, Human Resources, Information Technology, and Risk Management.

As part of a highly collaborative executive leadership team that values professionalism and continuing education, the Assistant Village Administrator can expect to work extensively on a wide variety of projects across all of Cary's operating departments. Cary's team takes pride in their fast-paced, yet friendly, supportive, and engaging work environment. Work requires the exercise of independent judgment and initiative in meeting a wide variety of management tasks, special projects, research and problem solving. The Assistant Village Administrator confers regularly with the Village Administrator, the Mayor, department directors, and others. The ability to competently supervise Village staff and contract employees is required. The Assistant Village Administrator will also maintain a high level of confidentiality and discretion, when required. The position reports directly to the Village Administrator.



Education

- Bachelor's degree or higher from an accredited college or university
- Major course work in human resources administration, business administration, public administration, public policy, or a related field

Experience

- Minimum of three (3) years of increasingly responsible professional management experience
- At least one (1) year of supervisory is desired

Compensation

The salary range for this position is \$109,720 to \$148,120 annually depending on qualifications and experience, plus a benefits package that includes:

- Illinois Municipal Retirement Fund (IMRF) pension
- 9 paid holidays plus 4 personal days
- 12 sick days per year
- Group medical (HMO or PPO), dental, vision, and group life insurance
- Flex spending program
- Employee assistance program
- Wellness program
- Access to voluntary deferred compensation plan for additional retirement savings

How to Apply

This position is open until filled. Candidates should apply online at www.govhrjobs.com by December 4, 2024 with resume, cover letter, and contact information for three work-related references to the attention of Ann Everhart, MGT Approved Executive Recruiter, GovHR USA/MGT. Tel: 815-451-4559.

The Village of Cary is an Equal Opportunity Employer.

