



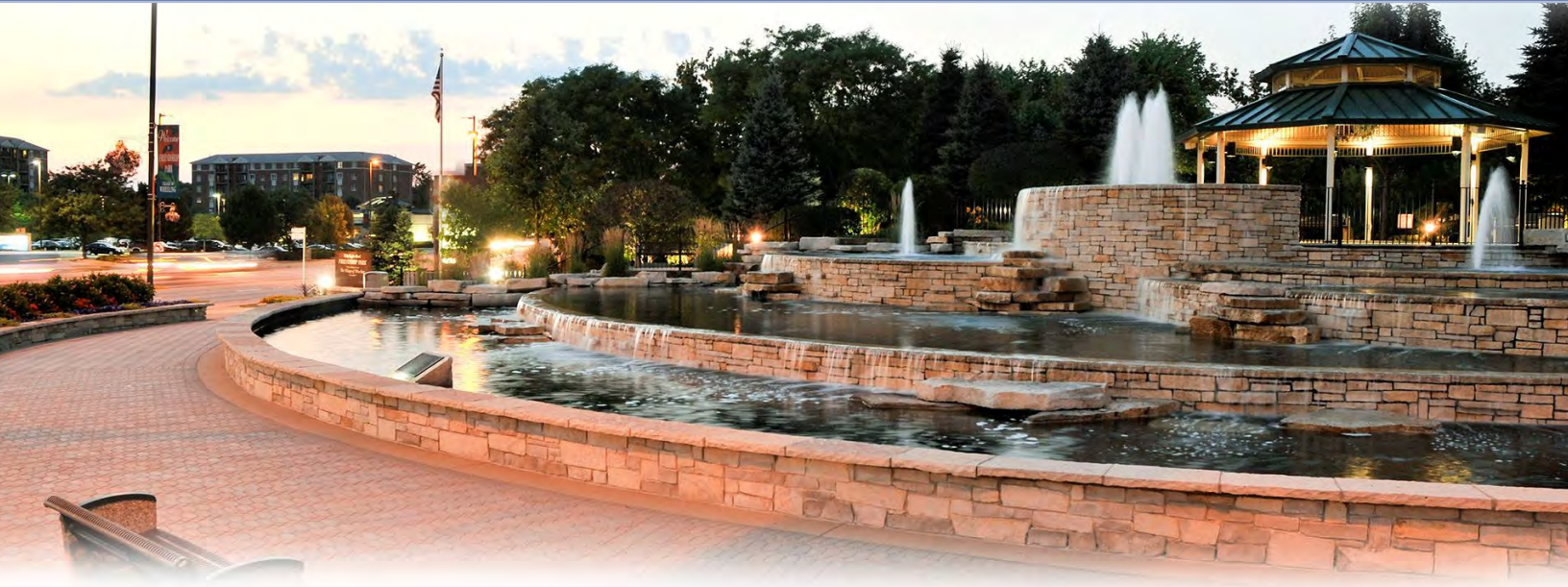
VILLAGE OF  
**WHEELING**  
ILLINOIS



**HUMAN  
RESOURCES  
DIRECTOR**

**MGT**

# HUMAN RESOURCES DIRECTOR



## THE POSITION IN BRIEF

The Human Resources Director is a key member of the Village's management team in a financially stable organization. The HR division oversees all responsibilities related to recruitment, retention, labor relations, employee development, risk mitigation, employee wellness, benefits education and management, workplace culture, among many other human resource functions. The Director will also have significant responsibilities for managing the Village's labor relations functions.

## THE COMMUNITY

Wheeling is located 27 miles northwest of Chicago's Loop. Neighboring communities include Buffalo Grove, Arlington Heights and Lincolnshire. The Village has a resident population of 39,137, and a larger daytime population due to commercial and retail businesses. The Village's population has been steadily growing in the last several decades.

Incorporated in 1894, the [Village of Wheeling](#) originated as an overnight rest stop for travelers journeying from Chicago to the Wisconsin Territory. The inns, taverns, and eateries established in the 1830's developed into Wheeling's Restaurant Row. Farmers took advantage of the area's fertile soil, and growing overland transportation network. Soon the stage stop community began to export its crops. Wheeling became particularly well known for its landscaping nurseries.

Later, in step with the growth of Metro Chicago, Wheeling emerged as a center for industry and commerce in the 1960's. Manufacturing plants that clustered in Wheeling brought rail transportation for the shipping of freight. These manufacturers were followed by the development of residential neighborhoods. Commercial development followed the population growth. More on the history of Wheeling can be found at the [Wheeling Historical Society's website](#).

[Today](#), Wheeling residents and business owners enjoy the vibrant neighborhoods, public amenities, and community spirit fostered by this rich heritage. The community is undergoing significant redevelopment and revitalization.

## A SNAPSHOT OF WHEELING'S DEMOGRAPHICS AND AMENITIES:

Population: **39,137**

Average age of **39.7** years old.

White **59%**, African American **2%**,  
Hispanic Origin **31%**, Asian **17%**

Median household income **\$80,054**

Median value of a Wheeling home **\$237,000**



Exceptional School Districts serve the community [Community Consolidated School District 21](#) and [Prospect Heights School District 23](#) serve the Village of Wheeling for primary and middle school education. Wheeling's secondary education students attend [Township High School District 214's](#) Wheeling and Buffalo Grove High Schools. Both schools offer a full range of courses with emphasis on college preparatory curriculum and career studies.

An abundant supply of inexpensive water and sewage treatment capacity.

Easy access to Interstates 90, 94, 294, 290; U.S. Hwy 45, and IL Routes 53 and 21.

Metra commuter rail service on the North Central line is available at the Wheeling depot.



## THE COMMUNITY (continued)

- Wheeling residents are served by two park districts: The [Wheeling Park District](#) hosts eight parks throughout the community with ample facilities including baseball, softball and soccer fields, tennis courts, a gymnasium and winter ice skating rink. In cooperation with the Northwest Special Recreation Association, the Park District offers year-end leisure opportunities for persons of all ages. Some Wheeling neighborhoods are also served by the [Prospect Heights Park District](#) with a host of park and recreational amenities.
- The [Cook County Forest Preserve](#) follows the Des Plaines River through Cook County's north suburbs. Accessible natural outdoor amenities entice visitors to take part in horseback riding, hiking, biking, fishing and nature watching throughout the Forest Preserve and along the scenic Des Plaines River.
- Full library services offered by two Public Library Districts serve Wheeling residents. They include [Indian Trails Public Library District](#) and the [Prospect Heights Library District](#).
- A comprehensive full health care and in-patient hospital, [Northwest Community Hospital](#), is located in nearby Arlington Heights.
- Distinguished institutions of higher learning are found throughout the greater Chicago area including the University of Illinois at Chicago, University of Chicago, Loyola University, Northwestern University, and DePaul University, among others. Local college campuses in Wheeling or immediately surrounding communities include [National Louis University](#), [William Rainey Harper Community College](#) and the [Robert Morris University - Arlington Heights Campus](#).





## THE ORGANIZATION

- The Village of Wheeling operates under a Village Board/Village Manager form of government. The Village has a [Village President and six Trustees](#). Many of the elected officials have been on the Village Board for a number of terms.
- The Wheeling Board of Trustees is the legislative branch of the Village Government which creates all Village policies administered by the Village Manager. The Board of Trustees, along with the Village President, serve as the corporate authorities. Three Trustees are elected by the citizens of Wheeling every two years for four-year terms.
- As corporate authorities, the Board of Trustees possesses and exercises all legislative powers of the Village, determining the policies of the Village government through the adoption or approval of ordinances, resolutions and motions, approval of agreements, appropriations and fiscal budgets. The corporate authorities appoint, direct and, if necessary, remove the Village Manager.
- The corporate authorities control the administrative function of the Village through the Village Manager and require effective administrative action at all times. Appointments to advisory boards and commissions are made by the Village President with the advice and consent of the Board of Trustees. Additionally, the Board of Trustees exercises responsible leadership by critically examining and regularly reviewing Village policies, programs, and operations; assuming the role of community opinion leaders; and generating public support for Village programs and services.
- The [Village Manager](#) is the chief administrative officer of the Village and is responsible for the management and operation of all the affairs and departments of the Village. The Manager is appointed by the Village President and the Board of Trustees. As the administrative officer, the Manager's responsibilities include the management and control of all matters pertaining to the operation and maintenance of the properties of the Village and of all the Village's departments. The current Village Manager has been an employee of the Village for 31 years, the last 14 years as Manager.
- The Village has a workforce of about 225 full-time employees, plus additional part-time and seasonal employees organized into several departments. Wheeling is a full-service community. Services include Police, Fire/EMS, Public Works and Engineering, Community Development, Information Technology, Finance, Human Services, Clerk and Administration (HR, legal, and economic development). The FY 2025 annual budget, all funds included, totals more than \$116 million.



## THE HUMAN RESOURCES FUNCTION

The HR division oversees all responsibilities related to recruitment, retention, labor relations, employee development, risk mitigation, employee wellness, benefits education and management, workplace culture, among many other human resource functions. The Village's HR division, within the Village Manager's Office, includes two employees serving approximately 225 FT and 15 part-time and seasonal employees.

The Director will also manage the Village's labor relations functions. There are three collective bargaining units (and five contracts) covering police, fire, and public works employees.

The Director's position is a reconstituted position from an Assistant Village Manager/Director of Human Resources position. The incumbent is retiring in Spring 2025 after 17 years serving the Village. Consequently, the Village Manager sees this as a good time to dedicate more resources to the Village's HR efforts.





## CHALLENGES AND OPPORTUNITIES FOR THE HUMAN RESOURCES DIRECTOR

The HR division is expected to play an integral part in positioning the Village of Wheeling as an employer of choice. In a work culture charged with energy and an environment that seeks excellence, the new Human Resources Director will be faced with a number of challenges and projects that offer exciting opportunities. They include:

**Strategic Initiatives.** There are six key themes outlined in the 2021 – 2025 Strategic Plan. As a member of the Village’s management team, the Human Resources Director can expect to develop an understanding of how advancing the Plan’s initiatives will have an effect on the Village’s current and future workforce. Directly, these two initiatives will be HR’s responsibility:

Promote and encourage diversity in hiring -

- Continue and expand recruitment efforts to reach a diverse candidate pool
- Consider Village-wide training for all employees on such topics as anti-discrimination and implicit bias

Provide for succession planning so that others are ready, willing, and able to serve –

- Identify the base of professional knowledge necessary or desired for key staff positions and target professional development opportunities to those standards

**Recruitment and retention.** As with almost all employers in the current hiring environment, the Village is challenged with recruitment of new employees; the retention of employees is less of a test as the work environment, pay and benefits are competitive. Still, the Human Resources Director will be charged with assuring that the current role of HR as a client-focused service division remains in place by establishing collaborative relationships at all levels of the organization. Not unlike many municipal organizations of its size, Wheeling’s personnel system is one where department directors and their assistants have a significant role in the hiring and interviewing of new employees. Especially in today’s hiring environment, the need to have a streamlined, and practical process is very important.

The next Human Resources Director should expect to be a partner, facilitator and subject matter expert in this process, where his/her expertise and knowledge will guide the hiring and on-boarding process with an educated eye, but not overtake the process with a heavy hand. Indeed, assuring a cooperative and symbiotic relationship between HR and the department heads is critical.

## CHALLENGES AND OPPORTUNITIES FOR THE HUMAN RESOURCES DIRECTOR (continued)

### HR as a source of advice and guidance.

The Village's three largest departments – police, fire, and public works – are all unionized. It is those departments that see many of the front-line HR issues presented by their departmental employees, including recruitment and retention. The Human Resources Director should be the HR subject matter expert that department heads in police, fire, and public works, and all other departments, can look to for reliable advice. As well, other Village department directors should be able to rely on solid, consistent and technically grounded advice on a variety of personnel matters, such as discipline, workplace behavior, meritorious or poor performance issues, conflict resolution and contract interpretation. Department heads value practical, common-sense guidance that does not automatically turn to writing a policy to address one instance of misconduct.

The Human Resources Director needs to be skilled at guiding the management team on appropriately dealing with a variety of circumstances not uncommon in a workforce of Wheeling's size, with that guidance grounded in a contemporary understanding of public sector labor law, rules and standards. Likewise, the Village's elected officials should feel confident that the Village's personnel system is being administered in a fair, firm, and equitable manner.



**Collective Bargaining.** As previously mentioned, the Director will have significant responsibilities for managing the Village's labor relations functions. There are three collective bargaining units (and five contracts) covering police, fire, and public works employees. Currently, the Assistant Village Manager/Director of HR is the chief strategist and is the lead negotiator for units that do not make use of an outside negotiator. In the ideal, that role will be assumed by the successful candidate for HR Director. Thus, experience at the bargaining table with an adept hand in assuring strong and collegial labor-management relationships are preserved while maintaining a keen eye on what management needs to achieve will be keys to success.





# THE IDEAL CANDIDATE

## *Must Haves –*

- A bachelor's degree in human resources, public administration, business administration or related field.
- SPHR, SHRM-SCP, or CLRP credentials and/or a master's degree, are a plus.
- Five - seven years' experience in personnel administration, ideally in a municipal government setting, but not required, plus at least three years' experience in collective bargaining.
- Have extensive experience in directing activities involving policy development and interpretation, labor-management relations, personnel selection and testing, position classification and compensation plan administration, records management, employee benefits, health and safety, and employee training and development.
- Have the ability to interpret and ensure compliance with applicable Federal, State and local policies, rules, laws and regulations.
- Have extensive experience in delivering written and oral presentations to employees and stakeholders at all levels of the organization, including elected officials.
- Have the ability to be an advocate for employees when appropriate and within the context of balancing the needs of the organization with the needs of an individual.
- Have superior skills in developing trust and effective partnerships with the Village Manager, Village Board, Department Heads, supervisors, employees and other stakeholders.
- Have proven superior communication, interpersonal and human relations skills, and adeptness at interacting with people possessing a wide variety of attitudes and in a wide variety of situations.





## MANAGEMENT STYLE AND PERSONAL TRAITS

- Have complete personal and professional integrity and trustworthiness, inspiring the confidence of appointed and elected officials, subordinates, and the general public.
- Have a commitment to high professional standards founded in a solid understanding of contemporary personnel administration and accompanied by a common sense and non-bureaucratic frame of mind.
- Have an inclusive managerial style, as well as clear, concise, and open communication skills.
- Be able to keep confidences and possess the skills to diplomatically inform and educate a variety of stakeholders that certain personnel decisions and actions need to stay confidential.
- Project a genuinely friendly, approachable style that encourages collaboration and the development of effective working relationships.
- Be proactive and anticipatory of the management team's workforce needs such as in the area of professional development and succession planning, supervisory training and safety.
- Exhibit a style characterized by candor, directness, tactfulness, and diplomacy.
- Have a commitment to assist the organization in areas of diversity, equity and inclusion when it comes to recruitment and retention of its workforce.
- Be a technical manager who can provide accurate advice and who can review the current department and make an assessment as to which policies, procedures and practices need to be developed and/or updated to ensure that the department is following all of the applicable rules, regulations and statutes.
- Be "easily accessible" and approachable to all within the organization and other stakeholders.
- Be a good listener.



## COMPENSATION AND BENEFITS

The starting salary range is \$155,000 - \$165,000 +/- DOQ. A competitive benefit package including membership in the Illinois Municipal Retirement Fund is offered.

## HOW TO APPLY

Candidates should apply by December 30, 2024 with resume, cover letter and contact information for five work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) o the attention of Lee Szymborski, Senior Consultant, MGT, Northfield, IL. Tel: 847-380-3240. The Village is an Equal Opportunity Employer.



# MGT