

Position Announcement

Sandwich, IL

Full-Time City Administrator

Population 7,300

Salary: \$100,000

Exempt, IMRF Position with benefits



The City of Sandwich seeks a full-time City Administrator to bring management, development, and infrastructure improvements to a growing community. The Mayor and City Council are seeking a visionary with a proven track record to team up with them as they plan for a dynamic future. This position maintains leadership over a \$10 million budget; 29 full-time and 9 part-time employees. This position is appointed by the mayor with annual approval by an 8-member City Council who are elected by ward with staggered terms.

Desired Experience: BA in Public Administration or related field is required, an MPA is preferred. Applicant should possess three years of progressively responsible municipal management experience as a Village/City Administrator, or 5 years as an Assistant Village/City Administrator or related municipal management position in a full-service community.

Other requirements include but not limited to: Excellent communication and interpersonal skills. Proven ability to analyze issues and recommend actions; able to build positive relationships with the community and other governing bodies. Experience in budget/financial management, economic and residential development, and labor relations.

Interested application should send a cover letter and resume to Mayor Todd Latham at:

mayor@sandwich.il.us

or

City of Sandwich

Attn: Mayor Latham/Search Committee

144 E. Railroad Street

Sandwich, IL 60548

City of Sandwich

City Administrator

Full-time Exempt IMRF Position

Reports to Mayor

Annual Appointment Confirmed by City Council

Job Duties of a City Administrator

Administration

- Council Relations: Assist the Mayor with the development of City Council Agendas
- Attend all City Council Meetings
- Serve as the Deputy City Clerk as needed
- Staff organization and coordination of all departments: Monitor and Advise the daily operations of all departments of City Government, which are under the Mayor's Direction
- Review service delivery programs to assure the effective implementation of the City services
- Evaluate City projects, programs, agreements, and services. As well as make recommendations on modifications and improvements
- Oversight and direction of records management with City Clerk and City Treasurer
- Update, Maintain, and Administer City Policies
- Streamline and optimize city processes including going paperless where possible
- Perform other duties as required by Mayor or as directed by the City Council
- Maintain OSHA Compliance
- Submit any insurance claims
- Liaison with IMIC
- Liaison with IPRF
- Administer DOT CDL Programs

Finance

- Serve as the Budget Officer
- Develop the Annual Budget for Consideration and Approval by the City Council
- Prepare monthly financial reports
- Prepare an Annual Levy and confirm it is filed by the appropriate deadline
- Review each payroll and authorize banking transactions and amounts
- Review monthly Accounts Receivables, Accounts Payables and reconcile
- Report to the City Council periodically the financial condition of the City
- Oversee the monthly management of the expenditure of allocated funds and collection of revenues
- Oversee the City's long term capital improvement plans, debt, and financing strategies
- Prepare and administer all RPPs, RFQs, acquire quotes, conduct all bidding
- Grant/Loan application, direction and administration
- Complete annual SAM.Gov application
- Complete all GATA requirements
- Conduct the city's annual audit and collaborate with auditor
- Administer Land/Cash Agreements

- Prepare annual insurance premium renewals and make recommendations to council

Community Development

- Serve as the City's Development Administrator
- Building Review/inspection oversight and direction
- Property maintenance policy and implementation (including administrative adjudication)
- Inventory of Municipal Properties and future use/benefit of properties
- Monitor development and zoning applications
- Oversee preparation of planning and zoning staff reports
- Assist in preparation of ordinance and development agreements
- Review of development proposals and development review reports and recommendations
- Annexation and subdivision procedures and implementation
- Land use planning and zoning policy
- Update and administration of the City Master Plan
- Attend, advise, and make recommendations at Plan Commission and ZBA meetings

Economic Development

- Develop and recommend programs to assure economic development opportunities and financial vitality of the City
- Business assistance and direction regarding implementation of CDAP loans, façade improvement programs, and County Enterprise Zone
- Business attraction and retention programs
- Coordinate Downtown redevelopment and possible TIF District
- Prepare financial incentive plans
- Meet with potential developers
- Recommend grant opportunities and make application as directed

Public Safety/Public Works

- Public safety and Public Works oversight and emergency preparedness
- Review of operational efficiency of Departments
- Collaborate with key personnel
- Maintain NIMS 100 and 700 training

Human Resources

- Enforce and implement personnel rules, regulations, and procedures
- Facilitate Collective Bargaining Agreement negotiations
- Supervise and evaluate department head performance
- Prepare annual salary recommendations
- Review and administer workers comp and unemployment claims

Community Relations/Communications

- Community relations/media/local organizations
- Intergovernmental relations and coordination
- Represent the City and provide information to the public/private organizations and audiences