

Village of East Dundee, Assistant Village Administrator

The Village of East Dundee, Illinois is seeking a full-time Assistant Village Administrator. Under the supervision of the Village Administrator, the Assistant Village Administrator position works closely with all Village staff, department heads, and the Village Board to assist the Village Administrator in the day-to-day operations of the Village and the management of special projects. The Assistant Village Administrator roles and responsibilities span nearly all Administrative functions of the Village including policy development and implementation, research and analysis, budgeting, economic development, labor negotiations, and intergovernmental relations. The Assistant Village Administrator supervises the planning and zoning, marketing, special events, and risk management functions of the Village. The Assistant Village Administrator will be asked to attend some Village Board, committee, and association meetings as well as special events which will require some night and weekend hours.

The Assistant Village Administrator position requires graduation from a four-year college or university with major course work in public or business administration, political science, or a related field (Master's preferred) and four years of administrative or professional experience in local government.

Candidates must possess strong analytical and technical skills and have the ability to communicate effectively both orally and in writing. Candidates must also possess general knowledge of public administration, management principals, and municipal law and possess the ability to work effectively with the public, Village Board, and staff. The successful candidate will possess strong leadership skills, a desire for advancement, and a willingness to take on additional responsibilities.

The starting salary for this position is \$80,000 +/- DOQ plus excellent benefits including participation in IMRF. The Assistant Village Administrator is an exempt position.

Submit cover letter, resume, and employment application by email to:

Attn: Human Resources
Village of East Dundee
120 Barrington Avenue
East Dundee, IL 60118
HR@eastdundee.net

A copy of the employment application can be found on the Village's website at www.eastdundee.net on the Forms and Applications page under Administration.

The position is open until May 19, 2017.

The Village of East Dundee is an Equal Opportunity Employer.