

Village of

# University Park



Vivian E. Covington  
**MAYOR**

Dorothy R. Jones  
**VILLAGE CLERK**

## **BOARD OF TRUSTEES**

Oscar H. Brown, Jr.  
Milton C. Payton  
Paula C. Wilson  
Elizabeth Williams  
Theaplise Brooks  
Curtis McMullan II

Devon Dilworth  
**VILLAGE TREASURER**

Police Chief John E. Pate  
**INTERIM VILLAGE  
MANAGER**

Founded in 1967 as a planned community, University Park was designed for quality of life. University Park boasts a championship golf course, a 30-acre lake, a community pool, one of the largest industrial parks in the state of Illinois, and is home to Governor State University-a 4-year University.

University Park is a pleasant place to live. We feature a broad mix of housing from single family residential to condominium, and apartment complexes. The Village features hiking trails and winding walking and biking paths. Quality education, affordable homes, and a close-knit, active community also make University Park a good place to raise a family.

University Park's strategic location is just 30 miles south of Chicago's downtown loop area and is a key factor in its economic development potential and will continue to be so in the years ahead. The Village is served by multiple nearby interstate highways which allows for the combination of rural beauty and easy accessibility.

### **Position Summary:**

The Village of University Park is a home rule municipality that operates under the Manager form of government. The Mayor and six Trustees are elected to four-year, overlapping terms. The Board of Trustees appoints the Village Manager.

The Village Manager acts as the chief administrative and operational officer who receives policy direction from the Mayor and Board of Trustees. This position plans, develops, and implements diverse Village services to meet policy requirements and address community needs. The Village Manager oversees the organization and direction of all Village departments and ensures compliance with contractual and regulatory obligations pursuant to 65 ILCS 5/5-3-7 and Chapter 220 of the Codified Ordinances of University Park.

### **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

- A Bachelor's degree in public administration, business administration, or related field is required. A Master's degree in public administration, public policy or related field is preferred.
- Five or more years of progressively responsible municipal experience, or any equivalent combination of education and experience that would demonstrate the skills and abilities to perform the work.
- Thorough demonstrated knowledge of the laws, regulations, processes and related legislation pertaining to municipal operations, budgeting, and public communication.
- Demonstrated knowledge of the professional principles and procedures of public administration.

- Candidate must have excellent interpersonal and communications skills. They will need to be able to think strategically and have a strong economic development and budgeting/financial background. They will need a demonstrated ability to manage difficult personalities and divergent opinions, particularly as they relate to the Village's elected officials.
- Successful background experience with a college and/or university and in developing programs to engage the community, particularly its youth would be a plus.
- Candidates must have strong leadership skills, open and honest communication skills and an approachable style, and the proven ability to establish and maintain strong working relationships.
- Strong financial and budget management experience, economic development success, and labor relations experience.
- The ability to express ideas effectively in written and oral form is also required.

Starting salary range is \$75,000 to \$100,000, depending on qualifications and experience. Excellent benefits package. To be considered for the position please submit resume, cover letter, current salary information, and contact information for three (3) professional references by October 17, 2017 by 5:00 p.m., via both U.S. mail to the Village of University Park, c/o Interim Village Manager/Chief of Police John Pate, 698 Burnham Drive, University Park, Illinois 60484, and by email to John Pate at [jpate@university-park-il.com](mailto:jpate@university-park-il.com).