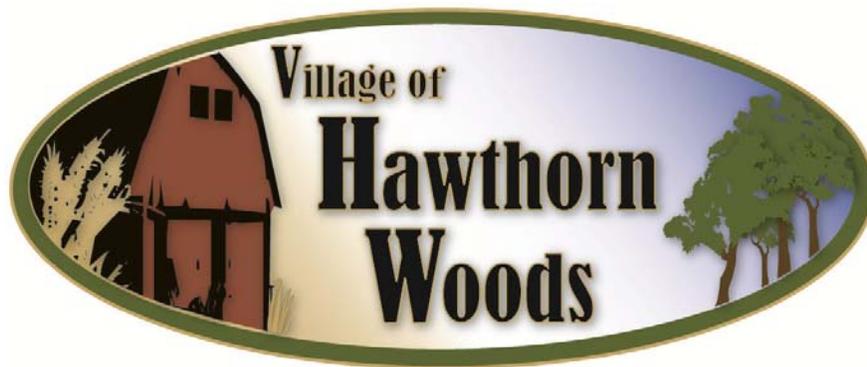


VILLAGE OF HAWTHORN WOODS, ILLINOIS



COMPREHENSIVE JOB DESCRIPTION, SALARY, AND BENEFIT PLAN UPDATE

NOVEMBER 2016

The Human Resources Implementation Team

Trustee Peter Ponzio

Trustee Steve Riess

Pamela Newton, Chief Operating Officer

Kristin Kazenas, Chief Financial Officer/Human Resources Director

EXECUTIVE SUMMARY

Village of Hawthorn Woods
Executive Summary
Comprehensive Job Description, Salary and Benefits Plan Update
November 2016

Background

Hawthorn Woods was established as a municipality over 50 years ago as an oasis from the City of Chicago. The original Village founders wanted to maintain a rural atmosphere and establish our Village as an upscale community with open spaces, parks and other amenities while providing a level of excellent service commensurate with such a community.

The current Village Board strives to maintain the goals established more than fifty years ago by the Village founders. In order to do so, we must ensure that our residents are provided with cost effective services that enhance the community and provide necessary core services to the Village by providing health, safety and welfare provisions for a growing community in an urban county.

In order to provide cost effective services, the Board has asked that the Village be run in the spirit of a small business, where each member of the staff exhibits professionalism and takes pride in his or her work. The Board also believes that attracting top talent is necessary to provide cost effective services to our residents, and maintain professional operations of Village of Hawthorn Woods departments that serve the high expectations of our constituents.

In July 2012, the Board adopted a Comprehensive Job Description, Salary and Benefit Plan. This plan has been in effect since that time. In the past four years, the comparable market salaries have increased. In addition, new employee positions and updates in labor laws necessitated a review and update of employee job descriptions. Therefore, in June of 2016 the Human Resources Implementation Team (Trustee Peter Ponzio, Trustee Steve Riess, Chief Operating Officer Pamela Newton, and Chief Financial Officer/Human Resources Director Kristin Kazenas) re-convened to update the Comprehensive Job Description, Salary and Benefit Plan.

The ten comparable communities identified in the 2012 analysis were surveyed for current positions, salary ranges and benefits data. This data was analyzed and compared to the Village of Hawthorn Woods positions, salary ranges and benefits. The comparable position charts on pages 12 to 17 clearly demonstrate that the Village of Hawthorn Woods salaries are lower than comparable communities for most positions. Therefore, the compensation plan ranges need to be updated to reflect current market conditions. Note that the outlier data points (the highest salary and lowest salary) were not considered in calculating the updated ranges to ensure the median was not skewed.

In addition, the Village of Hawthorn Woods employee benefit coverage for medical, dental and vision have higher deductibles and cost sharing as compared to the other municipalities surveyed. No changes to the employee benefits are recommended.

Recommendation

The Human Resources Implementation Team recommends the following:

- Approve the Compensation Plan as reflected on page 11, which has been incorporated into the balanced 2017 Operating Budget draft
- Adjust the Compensation Plan annually based upon the Illinois Department of Revenue annual CPI (the same factor used for the property tax cap calculation (PTELL))
- Analyze the Compensation Plan compared to market on a triennial basis, and update as necessary based upon market conditions and the Village Budget
- Approve the Organization Chart as reflected on pages 3 to 9
- Approve the Job Descriptions as outlined on pages 19 to 97

Conclusion

With the 60th anniversary of incorporation approaching in 2018, the Village of Hawthorn Woods is now established as a full-service municipality, committed to providing excellent service to our residents. Part of that commitment to the people we serve includes attracting and retaining municipal professionals at all levels of the organization. Preventing the exodus of critical personnel to higher paying municipalities with richer benefits is a long-term goal of the Village. The update of the compensation plan is a critical part of achieving that goal.

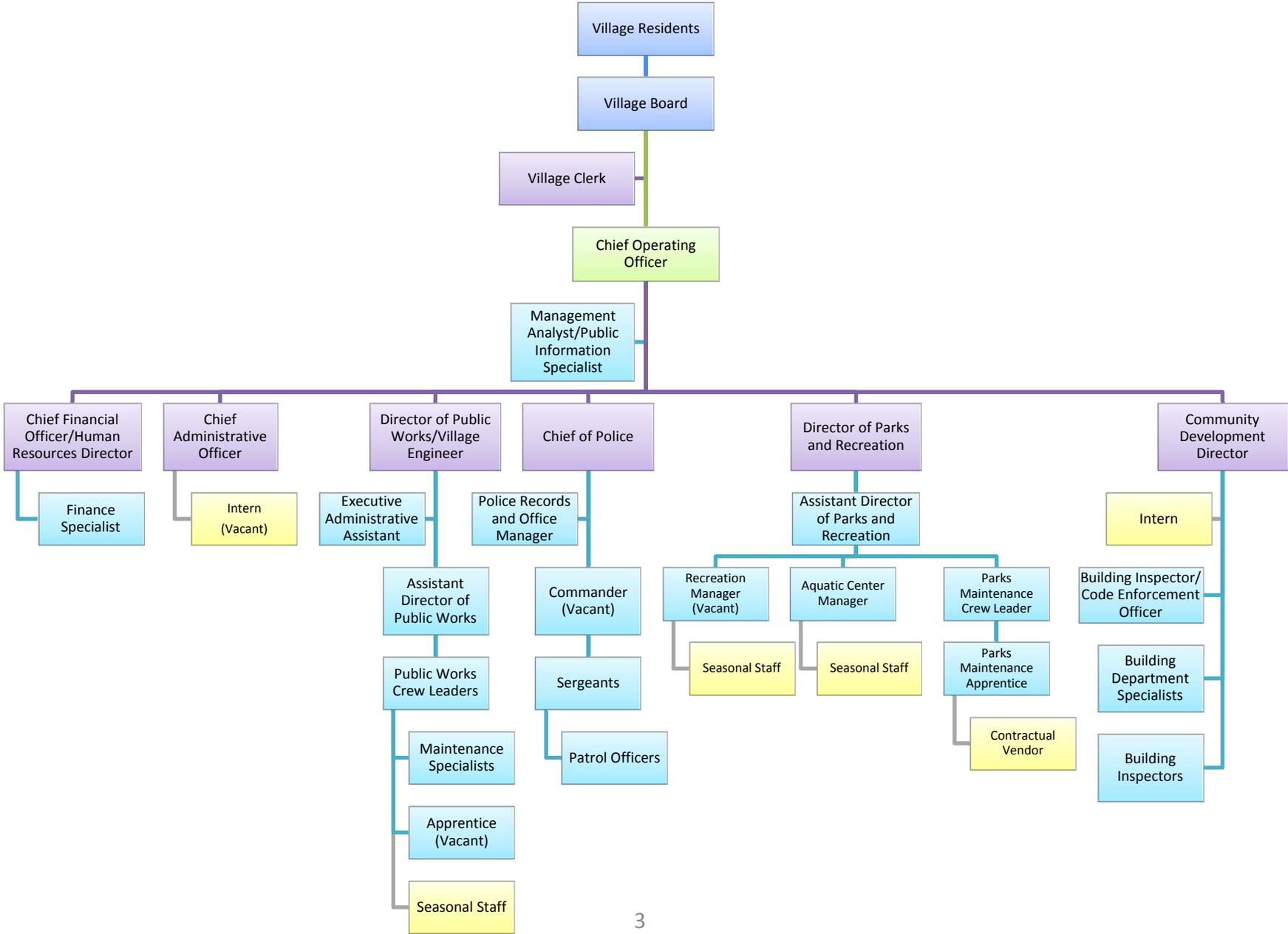
Acknowledgements

The Human Resources Implementation Team would like to thank Finance Intern Melanie Spears for collecting and analyzing the data for this study. In addition, the group would like to thank Village employees for taking the time to participate in interviews and job description updates which were a part of this study. The assistance of the municipalities who provided data for this study is greatly appreciated. The implementation team would like to thank the Board for demanding excellence of staff members, and for supporting this update study. We believe that attracting and retaining top talent will continue to provide cost effective, excellent service to our community. Finally, we would like to thank the residents of the Village as they support this plan.

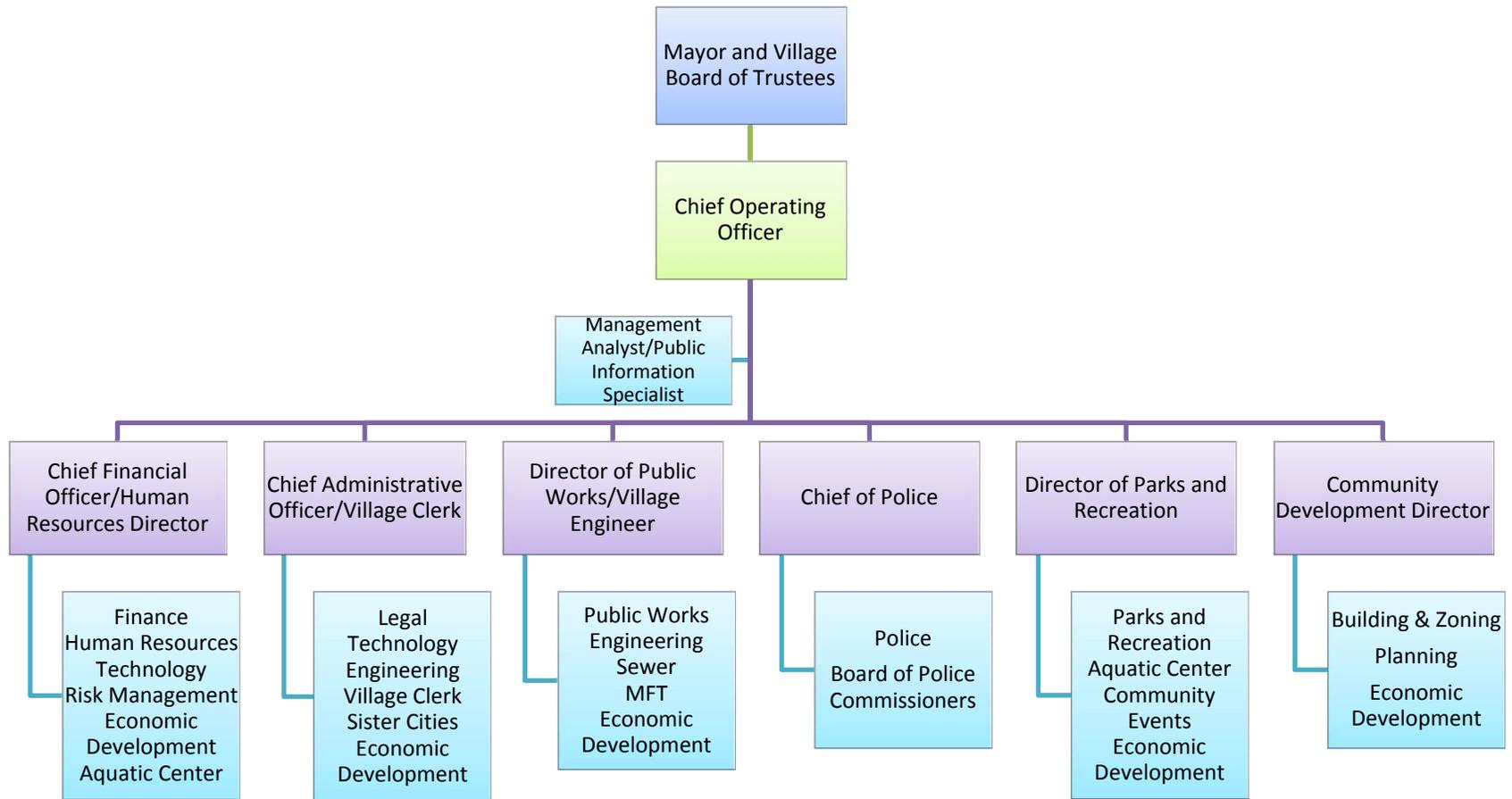
ORGANIZATION CHART

(AS PRESENTED IN THE 2017 BUDGET)

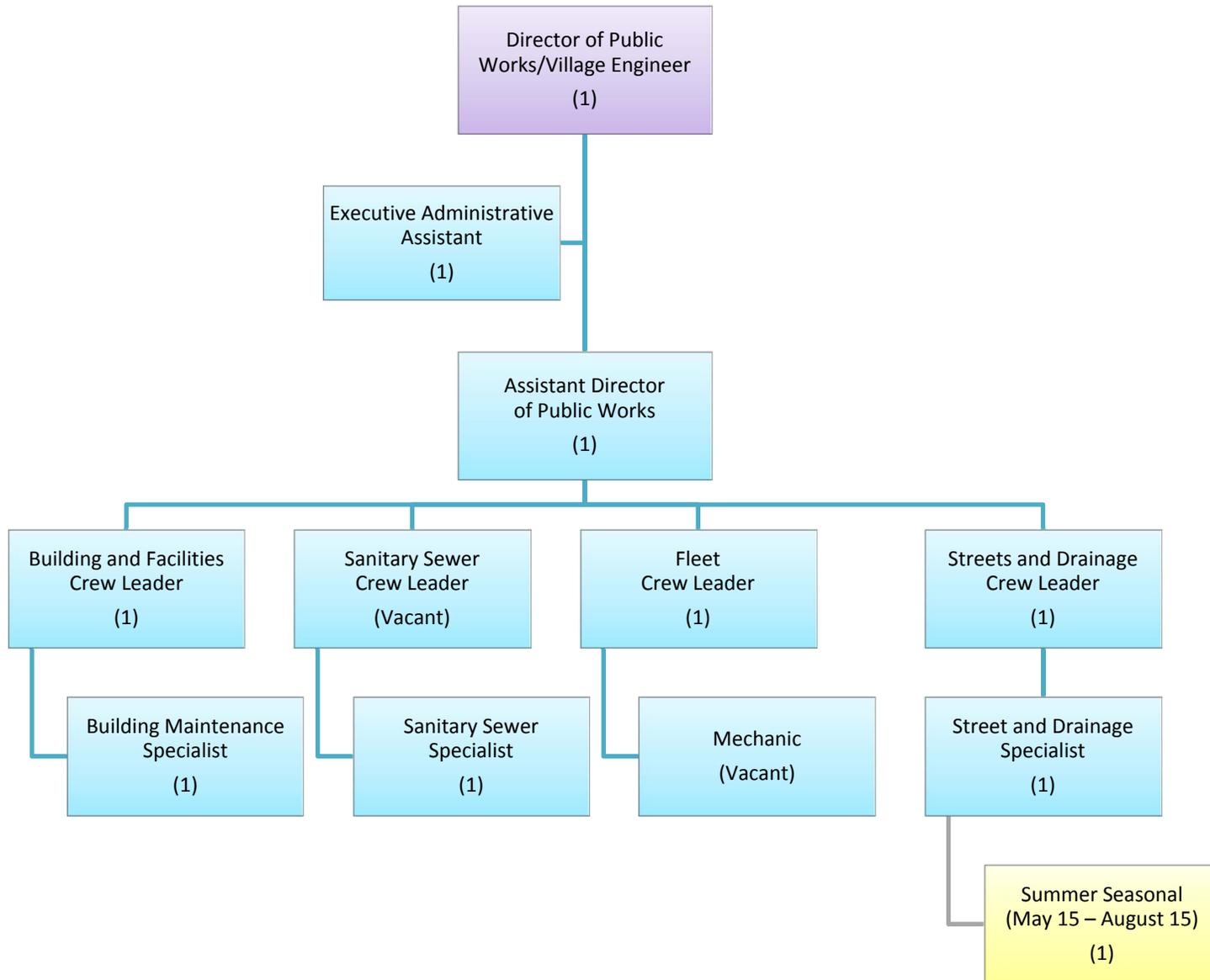
Village of Hawthorn Woods – Organizational Chart



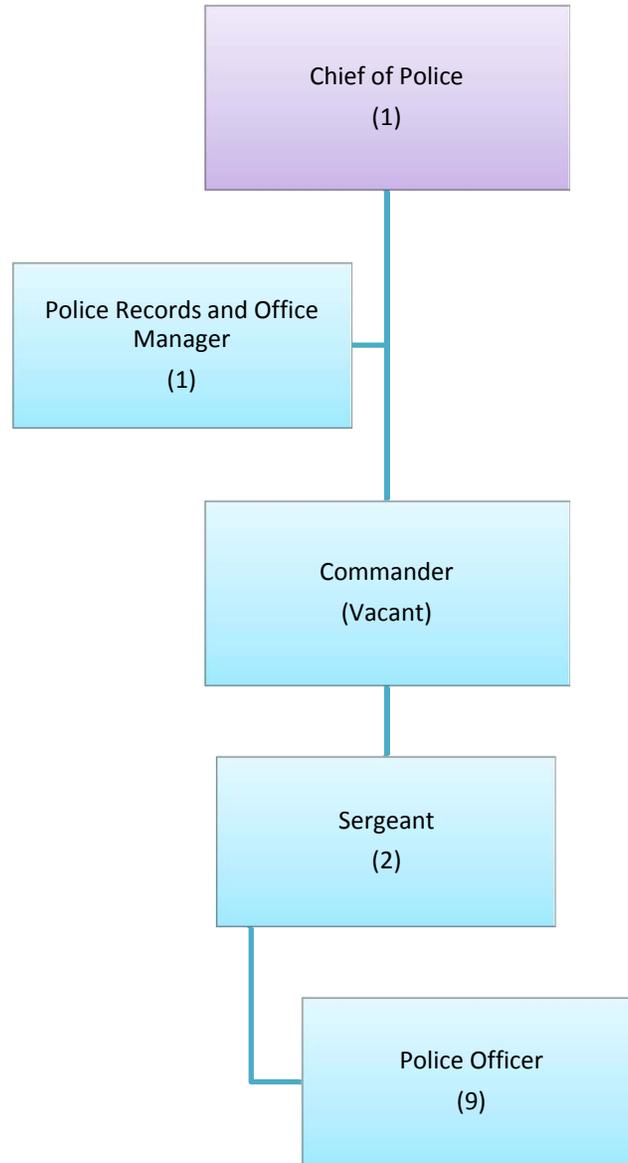
Administration Department Organizational Chart



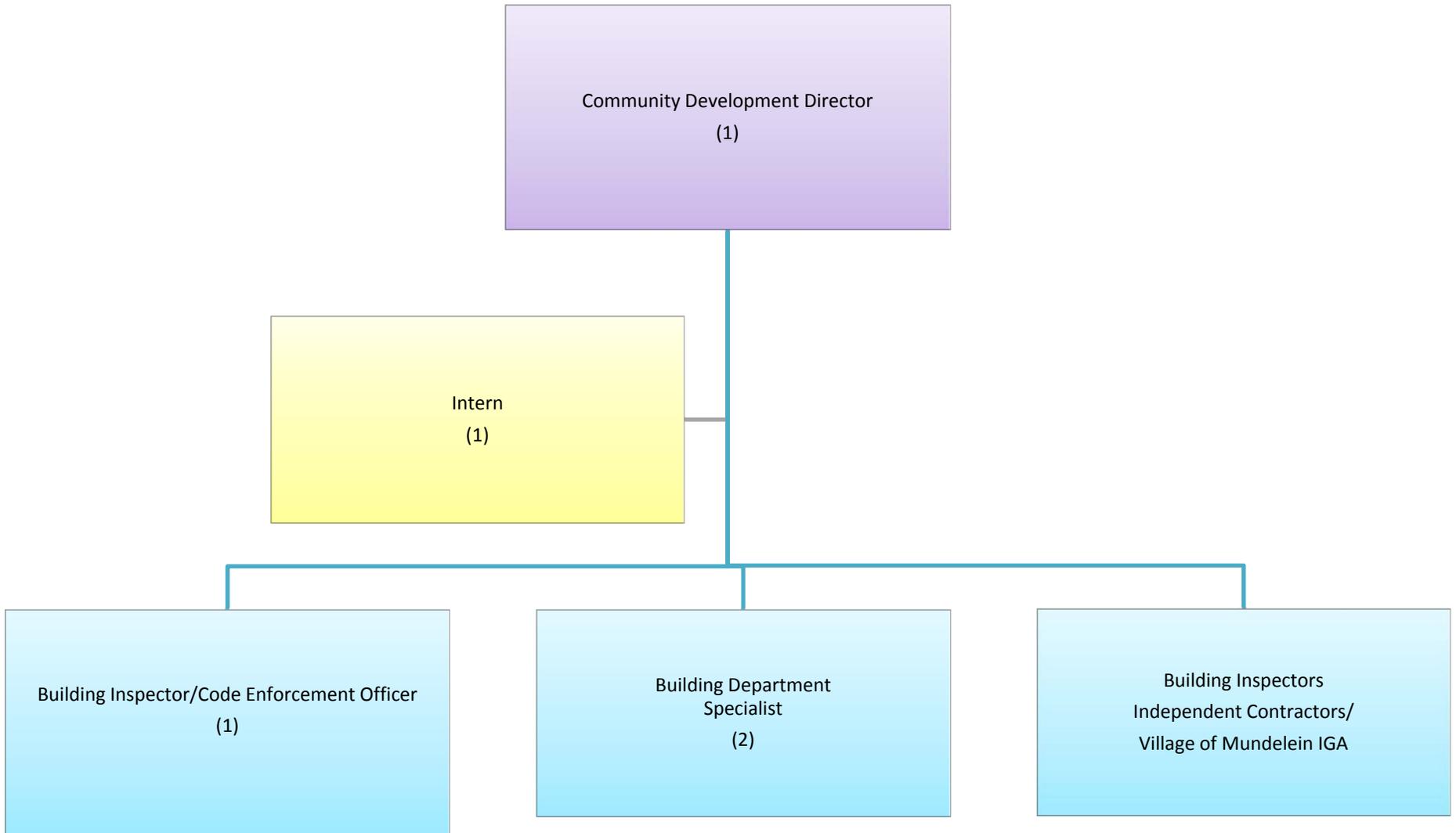
Public Works Department Organizational Chart



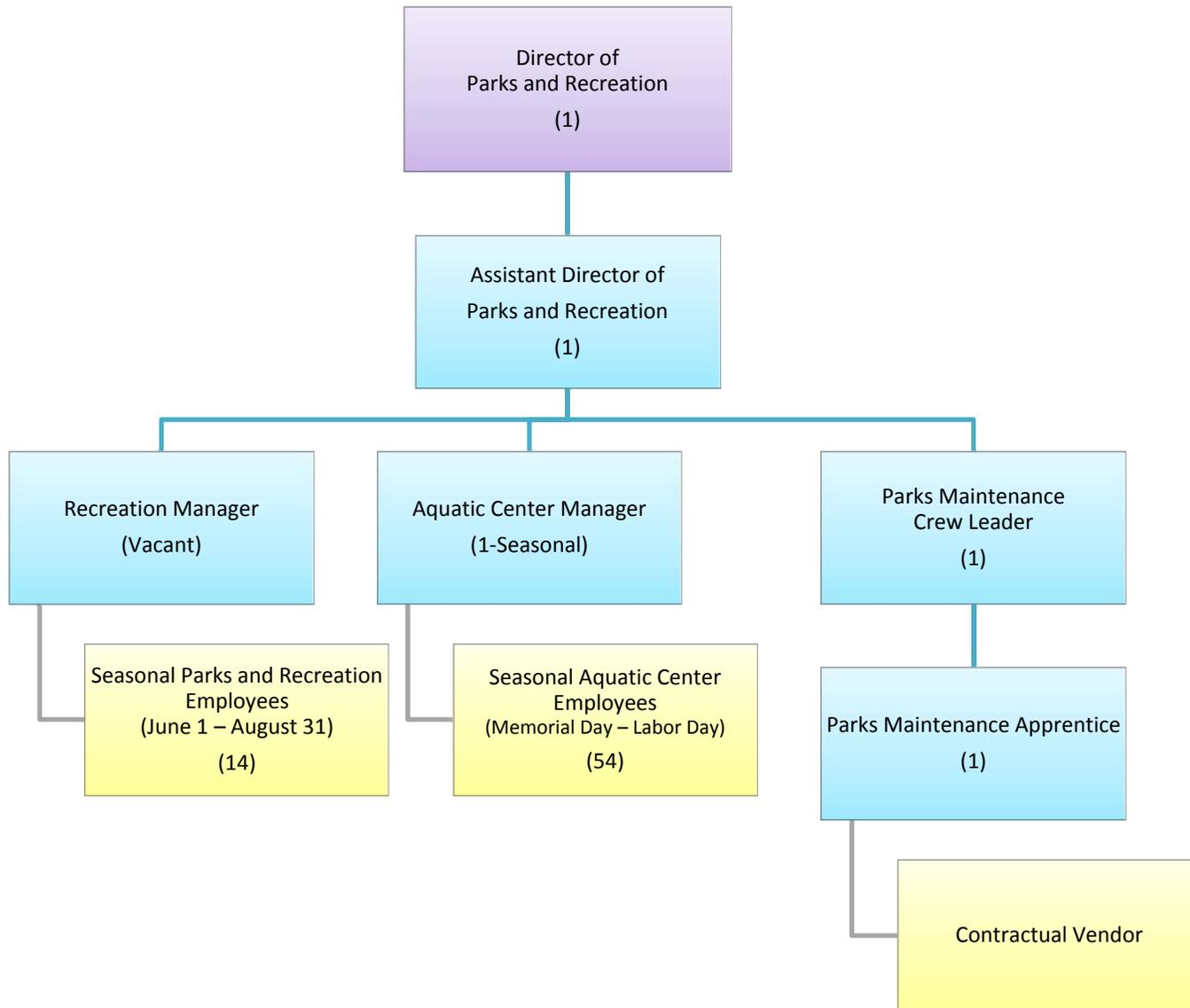
Police Department Organizational Chart



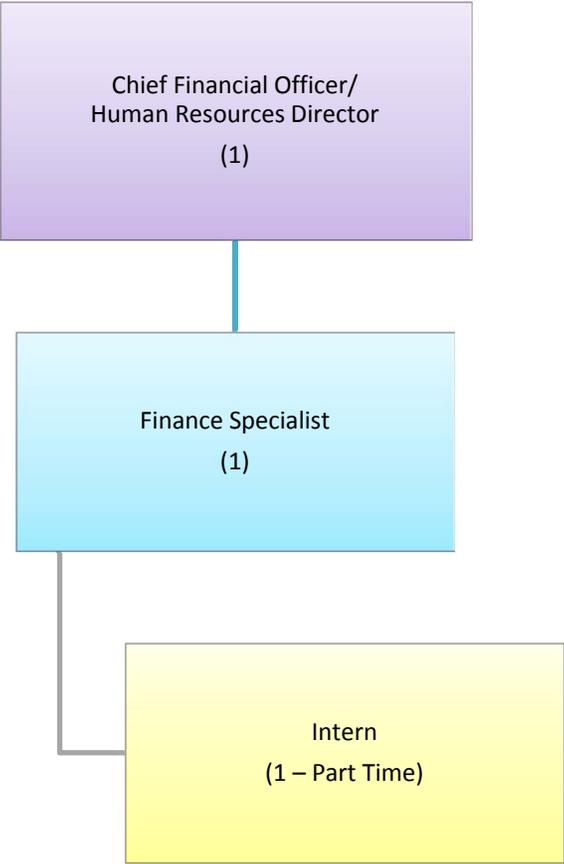
Community Development Department Organizational Chart



Parks and Recreation Department Organizational Chart



Finance and Human Resources Department Organizational Chart



COMPENSATION PLAN

(AS PRESENTED IN THE 2017 BUDGET)

Village of Hawthorn Woods
Compensation Plan

2012 Approved

Career Band	Positions	# of Positions	Approved Salary		
			Minimum	Midpoint	Maximum
1	Executive	1	\$140,000	\$167,500	\$195,000
2	Department Directors	4	\$107,000	\$123,500	\$140,000
3	Assistant Department Directors	2	\$75,000	\$84,000	\$93,000
4	Managers/Crew Leaders	3	\$55,000	\$64,000	\$73,000
5	Specialist/Analyst	9	\$50,000	\$55,000	\$60,000
6	Administrative Assistants	2	\$40,000	\$45,000	\$50,000
7	General Office/Clerk/Laborers	0	\$35,000	\$37,500	\$40,000

Note: The patrol officer and sergeant are excluded from this analysis because their wages are covered under a collective bargaining agreement.

Village of Hawthorn Woods
Compensation Plan

2016 Recommended

Career Band	Positions	# of Positions	Approved Salary		
			Minimum	Midpoint	Maximum
1	Executive	1	\$160,000	\$178,750	\$197,500
2	Department Director	6	\$110,000	\$130,000	\$150,000
3	Assistant Department Director	2	\$80,000	\$95,000	\$110,000
4	Manager/Crew Leader	5	\$62,500	\$71,250	\$80,000
5	Specialist II/Analyst	5	\$52,500	\$57,500	\$62,500
6	Administrative Assistant/Specialist I	3	\$42,500	\$47,500	\$52,500
7	General Office/Clerk/Apprentice	1	\$36,500	\$39,500	\$42,500

Note: The patrol officer and sergeant are excluded from this analysis because their wages are covered under a collective bargaining agreement.

Municipalities	Comparable Position Title	Salaries
Libertyville	Village Administrator	\$223,250
Northfield	Village Manager	\$210,000
Deerfield	Village Manager	\$207,346
Bannockburn	Village Manager/FOIA Officer	\$196,993
Buffalo Grove	Village Manager	\$192,500
Long Grove	Village Manager	\$180,000
Kildeer	Chief Village Officer	\$174,522
Lincolnshire	Village Manager	\$174,233
Hawthorn Woods	Chief Operating Officer	\$172,525
Mundelein	Village Administrator	\$167,941
Lake Zurich	Village Manager	\$150,000

Municipalities	Comparable Position Title	Salaries
Mundelein	Assistant Village Administrator	\$135,562
Libertyville	Deputy Village Administrator	\$133,000
Buffalo Grove	Deputy Village Manager	\$127,745
Hawthorn Woods	Chief Administrative Officer	\$127,205
Lake Zurich	Assistant Village Manager	\$117,367
Deerfield	Assistant Village Manager	\$99,095
Bannockburn	Assistant to Village Manager	\$90,176
Kildeer	--	--
Lincolnshire	--	--
Long Grove	--	--
Northfield	--	--

Municipalities	Comparable Position Title	Salaries
Northfield	Finance Director	\$ 169,712
Deerfield	Director of Finance/Treasurer	\$ 163,007
Libertyville	Director of Finance/Treasurer	\$ 162,610
Buffalo Grove	Finance Director	\$ 158,303
Bannockburn	Finance Director	\$ 155,064
Lincolnshire	Finance Director	\$ 155,000
Mundelein	Finance Director	\$ 145,270
Hawthorn Woods	Chief Financial Officer	\$ 127,205
Lake Zurich	Finance Director/Treasurer	\$ 125,726
Kildeer	Finance Director	\$ 84,138
Long Grove		

Municipalities	Comparable Position Title	Salaries
Buffalo Grove	Executive Director of Park District	\$ 157,574
Mundelein	Executive Director of Parks & Recreation	\$ 154,336
Deerfield	Executive Director of Park District	\$ 149,935
Northfield	Executive Director of Park District	\$ 146,319
Libertyville	Director of Sports Complex & Recreation	\$ 131,780
Hawthorn Woods	Director of Parks & Recreation	\$ 118,738
Lake Zurich	Parks Superintendent	\$ 105,349
Bannockburn	--	--
Kildeer	--	--
Lincolnshire	--	--
Long Grove	--	--

Municipalities	Comparable Position Title	Salaries
Deerfield	Director of Public Works/Engineering	\$ 173,429
Northfield	Public Works Director/Fire Chief	\$ 167,134
Libertyville	Director of Public Works	\$ 164,301
Mundelein	Public Works Director	\$ 150,861
Buffalo Grove	Public Works Director	\$ 149,107
Hawthorn Woods	Director of Public Works	\$ 119,054
Lake Zurich	Public Works Director	\$ 113,000
Lincolnshire	Director of Public Works	\$ 107,772
Bannockburn	--	--
Kildeer	--	--
Long Grove	--	--

Municipalities	Comparable Position Title	Salaries
Libertyville	Director of Community Development	\$ 157,000
Northfield	Community Development Director	\$ 142,571
Lincolnshire	Director of Comm. Econ. Dev.	\$ 137,125
Buffalo Grove	Community Development Director	\$ 126,479
Mundelein	Director of Building	\$ 125,491
Lake Zurich	Community Services Director	\$ 115,000
Hawthorn Woods	Community Development Director	\$ 110,210
Bannockburn	--	--
Deerfield	--	--
Kildeer	--	--
Long Grove	--	--

Municipalities	Comparable Position Title	Salaries
Mundelein	Golf Operations Manager	\$92,976
Libertyville	Recreation & SC Business Manager	\$86,587
Deerfield	Golf Course Superintendent	\$86,572
Buffalo Grove	Head Golf Pro	\$73,805
Hawthorn Woods	Aquatic Center Manager(PT)	\$60,630
Bannockburn	--	--
Kildeer	--	--
Lake Zurich	--	--
Lincolnshire	--	--
Long Grove	--	--
Northfield	--	--

Municipalities	Comparable Position Title	Salaries
Libertyville	Parks Superintendent	\$ 105,349
Buffalo Grove	Superintendent of Recreation	\$ 100,376
Mundelein	Superintendent of Recreation	\$ 95,451
Northfield	Superintendent of Recreation	\$ 86,751
Lake Zurich	Parks & Recreation Manager	\$ 85,479
Hawthorn Woods	Assistant Director of Parks & Rec	\$ 75,000
Bannockburn	--	--
Deerfield	--	--
Kildeer	--	--
Lincolnshire	--	--
Long Grove	--	--

Municipalities	Comparable Position Title	Salaries
Deerfield	Deputy Director of Public Works/Engineering	\$ 138,099
Mundelein	Deputy Public Works Director	\$ 123,921
Northfield	Assistant Public Works Director	\$ 107,641
Lincolnshire	Assistant Public Works Director/Village Engineer	\$ 102,291
Buffalo Grove	Deputy Director of Public Works	\$ 100,549
Hawthorn Woods	Assistant Director of Public Works	\$ 86,767
Bannockburn	--	--
Kildeer	--	--
Lake Zurich	--	--
Long Grove	--	--
Libertyville	--	--

Municipalities	Comparable Position Title	Salaries
Lake Zurich	Assistant to Village Manager	\$ 78,309
Deerfield	Management Analyst	\$ 70,589
Mundelein	Manager Marketing & Communication	\$ 69,975
Northfield	Management Analyst	\$ 65,472
Buffalo Grove	Management Analyst	\$ 60,464
Lincolnshire	Management Analyst	\$ 58,832
Hawthorn Woods	Management Analyst	\$ 40,000
Bannockburn	--	--
Kildeer	--	--
Libertyville	--	--
Long Grove	--	--

Municipalities	Comparable Position Title	Salaries
Deerfield	Village Accountant	\$ 94,946
Mundelein	Accountant(2)	\$ 80,996
Lincolnshire	Senior Accountant	\$ 78,925
Buffalo Grove	Accountant	\$ 73,072
Lake Zurich	Accountant	\$ 62,920
Northfield	Accounting Clerk	\$ 60,889
Libertyville	Accounting Assistant(3)	\$ 51,549
Hawthorn Woods	Finance Specialist	\$ 46,350
Bannockburn	--	--
Kildeer	--	--
Long Grove	--	--

Municipalities	Comparable Position Title	Salaries
Deerfield	Building Inspector	\$ 95,088
Buffalo Grove	Inspectors(5)	\$ 89,205
Mundelein	Building Inspectors(4)	\$ 86,633
Libertyville	Inspectors(3)	\$ 78,170
Lincolnshire	Building Official	\$ 73,849
Long Grove	Building Commissioner	\$ 72,450
Lake Zurich	Inspector	\$ 71,406
Hawthorn Woods	Building Inspector & Code Enforcement Specialist	\$ 56,100
Kildeer	Director of Building Permits	\$ 42,865
Bannockburn	--	--
Northfield	--	--

Municipalities	Comparable Position Title	Salaries
Libertyville	Parks/Grounds Maintenance Supervisor	\$ 79,716
Buffalo Grove	Grounds Foreman(2)	\$ 73,460
Lincolnshire	Field Maintenance Foreman	\$ 72,814
Hawthorn Woods	Parks Maintenance Crew Leader	\$ 56,100
Bannockburn	--	--
Deerfield	--	--
Kildeer	--	--
Lake Zurich	--	--
Long Grove	--	--
Mundelein	--	--
Northfield	--	--

Municipalities	Comparable Position Title	Salaries
Buffalo Grove	Public Works Crew Leader	\$ 96,994
Northfield	Public Works Supervisor	\$ 80,730
Deerfield	Streets Foreman	\$ 80,033
Mundelein	Crew Leader	\$ 78,522
Lincolnshire	Field Maintenance Foreman	\$ 72,814
Libertyville	Streets Supervisor	\$ 61,313
Hawthorn Woods	Public Works Crew Leader	\$ 57,014
Bannockburn	--	--
Kildeer	--	--
Lake Zurich	--	--
Long Grove	--	--

Municipalities	Comparable Position Title	Salaries
Buffalo Grove	Mechanic	\$ 87,698
Libertyville	Mechanic	\$ 78,304
Deerfield	Associate Mechanic	\$ 68,526
Lake Zurich	Mechanic	\$ 64,262
Northfield	Mechanic	\$ 61,065
Hawthorn Woods	Mechanic	\$ 60,000
Lincolnshire	Fleet Servicer	\$ 59,731
Bannockburn	--	--
Kildeer	--	--
Long Grove	--	--
Mundelein	--	--

Municipalities	Comparable Position Title	Salaries
Buffalo Grove	Maintenance Worker	\$ 75,304
Deerfield	Maintenance Worker	\$ 72,476
Mundelein	Maintenance	\$ 71,083
Lincolnshire	Maintenance	\$ 66,121
Northfield	Equipment Operators	\$ 64,829
Libertyville	Public Works Maintenance Technician	\$ 57,366
Lake Zurich	Maintenance Worker	\$ 55,000
Hawthorn Woods	Public Works Maintenance Specialist	\$ 40,000
Kildeer	--	--
Bannockburn	--	--
Long Grove	--	--

Municipalities	Comparable Position Title	Salaries
Deerfield	Clerk	\$ 66,652
Buffalo Grove	Clerk	\$ 62,604
Mundelein	Customer Service	\$ 62,486
Libertyville	Permit Clerk	\$ 62,121
Northfield	Amin. Community Development	\$ 61,648
Lincolnshire	Community Development Admin. Assistant	\$ 61,509
Hawthorn Woods	Building Department Specialist	\$ 59,550
Lake Zurich	Permit Coordinator	\$ 50,066
Bannockburn	--	--
Kildeer	--	--
Long Grove	--	--

JOB DESCRIPTIONS

Career Band	Title
1	Chief Operating Officer
2	Chief Administrative Officer / Village Clerk
2	Chief Financial Officer / Human Resources Director
2	Chief of Police
2	Director of Community Development
2	Director of Parks and Recreation
2	Director of Public Works / Village Engineer
3	Assistant Director of Parks and Recreation
3	Assistant Director of Public Works
4	Aquatic Center Manager
4	Building Inspector/Code Enforcement Officer
4	Crew Leader - Facilities
4	Crew Leader - Fleet
4	Crew Leader - Parks
4	Crew Leader - Streets and Drainage
4	Police Records and Office Manager
5	Building Department Specialist
5	Finance Specialist
5	Maintenance Specialist II - Facilities
5	Maintenance Specialist II - Parks
5	Maintenance Specialist II - Streets
5	Management Analyst/Public Information Specialist
5	Mechanic
6	Administrative Assistant
6	Maintenance Specialist 1 - Facilities
6	Maintenance Specialist 1 - Parks
6	Maintenance Specialist 1 - Streets
7	Apprentice - Facilities
7	Apprentice - Parks
7	Apprentice - Streets



CHIEF OPERATING OFFICER

Classification: Full-Time

FLSA Status: Exempt

Career Band: 1

Reports to: Mayor and the Board of Trustees

BASIC FUNCTIONS

The Chief Operating Officer serves as the leader for the local government's organization, coordinating the operations of all municipal departments within the Village. The Chief Operating Officer is responsible for the enforcement and administration of all policies, directives, laws and ordinances adopted by the corporate authorities.

The Chief Operating Officer is responsible for the operational administration of the Village of Hawthorn Woods. Other responsibilities include the administering of the Village's personnel rules, policies and procedures as legislated by the Village Board; preparation and implementation of the annual operation and capital improvement budgets for all municipal departments, preparation of the annual tax levy ordinance, purchasing as provided for in the annual budget, preparation of long-range capital expenditure programs for the Village, oversees risk management functions, coordinates intergovernmental operations, serves as liaison to various Village committees, assures compliance with federal and state government policies, investigation of all complaints received in relation to matters concerning the administration of the Village, and directs communication activities to keep the public informed of Village plans and activities.

The Chief Operating Officer serves as the Chief of Staff and provides leadership and guidance to all Department Directors, employees and the Village Board. The Chief Operating Officer serves as the government liaison to the Village businesses, corporate partners, Village consultants, government agencies and Village residents. The Chief Operating Officer serves as the liaison between staff and the elected officials, ensuring the Mayor and Board of Trustees receive timely information and regular communication.

MINIMUM QUALIFICATIONS

Education: Masters Degree in public administration, public policy, organizational leadership, business management, or related field; preferred candidate possesses advanced knowledge of government functions and Illinois policies.

Experience: At least 10 years of experience in a public management position, preferably in administration, finance, business, or related field (or sufficient combination of education and experience)

Certification: Possesses a valid driver's license

PRINCIPAL DUTIES

- Oversees the day-to-day operations of the Village in all departments
- Serves as Chief of Staff
- Serves as the immediate supervisor to all department Directors
- Serves as liaison for all Village residents, corporate partners, businesses and partner government agencies
- Represent the Village in the community – i.e. Chamber of Commerce, Lake County Managers Association, Women in Government Council, Rotary Club
- Responsible for the proper administration of all Village affairs, including but not limited to public announcements, speaking engagements, and resident complaints
- Reviews all purchases of services, equipment, material, and supplies necessary for the Village as provided for in the annual budget ordinance; reviews corresponding expenditures for payment to the corporate authorities
- Recommends the adoption of all measures as they are related to the health, safety, welfare of the community, and the improvement of Village services
- Attends all meetings held by elected officials and makes recommendations on all discussed matters
- Investigates all complaints received as they relate to Village operations and services
- Directs communications activities to keep the public informed of village plans and operations
- Develops and implements procedures as necessary, to ensure that Village affairs are handled on a professional and businesslike basis
- Oversees the programs and special events and reviews plans for beautification, recreation, athletic programs, and other leisure services for Village residents
- Oversees all Village property and grounds, including parks, Village Hall/Police Department, the Public Works facility and the Aquatic Center
- Provides public relations and information programs; coordinates programs and services with other departments and agencies; prepares and maintains corresponding communications and records with various agencies

- Plans, assigns, monitors and evaluates the administrative, fiscal, and personnel matters of the Village
- Develops the Village budget and monitors expenditures, revenues, and fund transfers
- Oversees all issues pertaining to land use and building development; meets with staff regarding the development of land
- Compiles and delivers a monthly report to the Board of Trustees regarding all relevant Village information
- Delivers a “Week at a Glance” weekly briefing to the Board of Trustees
- Serves as point of contact on all legal issues pertaining to the Village
- Communicates on a regular basis with the Mayor to stay abreast on all current Village issues
- Coordinates Village consultant’s work plans

SKILLS, ABILITIES, AND EXPERIENCE

- Thorough knowledge of the principles and practices of public administration, with special attention to departmental personnel, budget administration, public works, economic development, and parks and recreation planning
- Ability to manage a large and diverse staff within the guidelines of standard operating procedures, departmental rules and regulations, and within the scope of authority for the position
- Ability to cooperate with and interpret administrative philosophies to Village authorities and private groups and agencies and the general public
- Ability to establish and maintain effective working relationships with Village employees, the public, community organizations, professional organizations, and the business community
- Knowledge of local, state, and federal laws as they relate to public administration
- Knowledge of all phases of community recreational activities and their proper administration
- Knowledge of Village codes and local election procedures, such as referendums, general elections, absentee voting, etc.
- Possesses thorough knowledge of standard office practices, procedures, and office assistance techniques
- Demonstrates strong public relations and Team building skills
- Ability to facilitate effective conflict, arbitration, or resolution
- Possesses high levels of oral and written communication
- Ability to successfully complete multiple projects simultaneously
- Ability to manage a schedule and meet deadlines
- Maintains professionalism in both appearance and conduct

- Ability to operate a variety of standard office computer equipment, including proficiency in Microsoft Office, MSI, and similar software programs

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Primarily sedentary office environment

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; occasional light lifting up to 20 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing

Vision: Visual acuity to perform maintenance functions and operate equipment

Miscellaneous: Must be willing to perform tasks and duties outside of designated position



CHIEF ADMINISTRATIVE OFFICER/VILLAGE CLERK

Classification: Full-Time

FLSA Status: Exempt

Career Band: 2

Reports to: Chief Operating Officer; Mayor and Village Board (Village Clerk's position)

BASIC FUNCTIONS

The Chief Administrative Officer (CAO) is second in command to the Chief Operating Officer. Additionally, the CAO assists and provides back-up support to the Community Development Director and Public Works Director/Village Engineer. Research policy options, manage special projects and report regularly to the Chief Operating Officer. Make recommendations as deemed necessary for the health, safety, welfare or economic development of the Village. Additionally, the CAO shares the responsibilities of IT Coordinator with the Chief Financial Officer.

The Village Clerk attends all Village Board meetings and records such minutes and processes all ordinances and resolutions. The Village Clerk also attends all Planning, Building and Zoning Commission meetings and all Zoning Board of Appeals meetings and records such minutes. The Village Clerk's position is defined in the Village Code, Section 1-7-1. The Village Clerk has regular interaction with residents and business owners. Such interaction pertains to the issuance of business licenses, liquor licenses, vehicle stickers, dog tags, and general Village inquiries and information. The Village Clerk also serves as one of the Village's Freedom of Information Act (FOIA) Officers, and serves as the Village's Open Meetings Act (OMA) Designee. This position supervises two full-time employees relating to the issuance of Village licenses and FOIA.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in public administration, public policy, or human resources is required; preferred candidate possesses an advanced degree in the aforementioned fields, from an accredited institution.

Experience: Seven or more years in an administrative management position or sufficient combination of education and experience.

Certifications: Possesses a valid driver's license; annual certification in FOIA and OMA

PRINCIPAL DUTIES

- Provides assistance and serves as back-up to the Chief Operating Officer in managing the day to day operations of the Village.
- Provides oversight to the Community Development and Public Works/Engineering departments.

- Serves on the Village's development team, meeting developers and builders along with the Community Development Director and Public Works/Village Engineer.
- Provides assistance to the Community Development Director with development and planning reviews with various consultants and staff members, including Village Engineer, Public Works Director, Fire District personnel, and Village Attorney to ensure development applications are compliant with the Village Code prior to placing them on any committee or Village Board agenda.
- Provides assistance to the Community Development Director in communicating with developers, regarding zoning, annexation agreement negotiations, utility availability, impact fees, and building requirements.
- Prepares various text amendments on behalf of the Village.
- Provides support to the Village Attorney relating to various legal matters including research, document support, document drafting and review.
- Oversees special projects as assigned.
- Serves as IT Co-Coordinator by maintaining the computer needs of the Village employees and elected officials.
- Serves as a member of the Wellness Committee.
- Oversees the Illinois Policy Institute transparency project.
- Conducts annual employee reviews for Building Department employees involved with FOIA's and license issuance.
- Prepares annual budget for various Village departments; serves on budget review team.
- Attends public hearings and meetings regarding zoning issues, annexations, special uses, site plans, subdivision of land and certificates of approval.
- Serves as one of three FOIA Officers for the Village.
- Serves as the Village's Open Meetings Act Designee.
- Serves as the Alternate Director to the Solid Waste Agency of Lake County.
- Attends all meetings of the Mayor and Board of Trustees; takes and records minutes of all proceedings, together with all ordinances and resolutions passed by the Board of Trustees.
- Publishes all proceedings of the Board of Trustees and all ordinances as required by law.
- Ensures all ordinances are codified, as required.
- Serves all notices as required by law.
- Keeps all original documents related to warrants drawn on the treasurer.
- Files all ordinances, communications, receipts, and other documents in a systematic order for ready reference.
- Keeps the corporate seal of the Village and affixes the seal to all required documents.
- Manages all official Village books, records, ordinances, resolutions, and papers.
- Files certified copies of each tax levy, SSA abatement and annual budget ordinances and other Village documents with the proper authorities.
- Files disposal of records application with the Local Records Commission.
- Serves as the Village's Local Election Official; processes election petitions and oversees the filing of election papers.
- Prepares all Village Board agendas and packets.
- Certifies the Village's Statement of Economic Interest list with the County.
- Certifies the Village's list of tax exempt properties with the County.

- Conducts research of historical documents for staff, elected officials, residents, etc.
- Maintains letters of credit and performance bond records.
- Prepares liens and release of liens.
- Maintains the monthly Illinois Department of Revenue Taxpayer Notification report.
- Serves as the Village's liaison between the public and all utility companies related to service and billing inquiries.

SKILLS, ABILITIES AND EXPERIENCE

- Knowledge of local, state, county and federal statutes.
- Knowledge of Village Codes and local election procedures, such as referendums, general elections, absentee voting, etc.
- Professionalism in both appearance and conduct.
- Knowledge of and experience with payroll policies and procedures.
- Ability to perform quantitative data assessment and analysis.
- Ability to operate a variety of standard office computer equipment, including proficiency in Microsoft Outlook, Word, Excel, MSI, Laserfiche, and similar software programs.
- Knowledge of standard office practices, procedures, and office assistance techniques.
- Possesses high levels of oral and written communication with employees, elected officials and the public.
- Ability to successfully complete multiple projects simultaneously.
- Ability to manage a schedule and meet deadlines.
- Possesses high levels of written and oral communication.
- Maintains effective working relationships as applied to interaction with co-workers, supervisor, consultants, elected officials, the general public, etc.

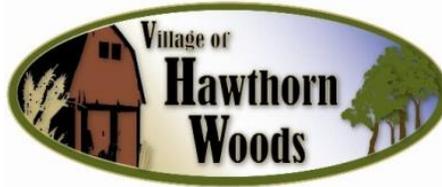
PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Primarily sedentary office environment

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; occasional light lifting up to 20 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing

Miscellaneous: Must be willing to occasionally perform tasks and duties outside of designated position



CHIEF FINANCIAL OFFICER / HUMAN RESOURCES DIRECTOR

Classification: Full-Time

FLSA Status: Exempt

Career Band: 2

Reports to: Chief Operating Officer

BASIC FUNCTIONS

The Chief Financial Officer (CFO) is responsible for planning, organizing, coordinating, and directing the financial activities of the Village. This includes oversight of payroll and all financial records, in addition to the preparation of the annual audit and budget document. The CFO also serves as a staff liaison for both the Finance and Technology Committees. Most importantly, this position ensures the financial solvency of the Village.

The Director of Human Resources is responsible for the administration of all management activities, including personnel policies, programs, and procedures. This position requires not only a competent civil servant, but also an individual who is dedicated to fostering community involvement.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in finance, accounting, public administration, business administration, or related field required; preferred candidate possesses an advanced Degree in aforementioned fields, from an accredited institution

Experience: At least seven years of experience in a management position related to public finance or human resources; preferred candidate would have experience in both fields (or sufficient combination of education and experience)

Certifications: Possesses a valid driver's license; CPA or CPFO required; preferred candidate would have active memberships in organizations such as GFOA, IGFOA, AICPA, ILCPAS, and IPMA-HR

PRINCIPAL DUTIES

- Prepares and keeps all financial records of the Village, such as bank reconciliations, journal entries, cash transfers, accounts payable, accounts receivable, W-2's and all payroll tax returns, and any additional financial statements
- Keeps a current account of the amount budgeted each year and the sums spent out of each object class showing the unexpended balance for each item
- Assists Chief Operating Officer in the preparation of the budget and tax levy ordinances
- Prepares and maintains all Village bond registers and records
- Prepares bills payable each month for submittal to the Board of Trustees
- Responds to FOIA requests for Village financial information
- Manages Aquatic Center cash controls and financing
- Conducts competitive bidding for outsourcing Village services
- Oversees all matters regarding the finances of the police pension fund, including managing the pension fund investments at the direction of the Pension Board of Trustees
- Assists departments in identifying and servicing the Village's personnel needs through recruitment, retention, termination, and performance review
- Maintains Human Resources records regarding confidential employee information
- Assists Chief Operating Officer in managing all labor relations issues on behalf of the Village, such as collective bargaining and employment law compliance
- Serves as Village's Risk Manager, which includes oversight of employee benefit plans and risk management programs devoted to wellness, safety, and workers compensation
- Serves as the IT Co-Coordinator with the Chief Administrative Officer

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of concepts, principles, and practices of governmental fiscal administration, such as treasury management, accrual accounting, budgeting, reporting, etc.
- Knowledge of generally accepted accounting principles (GAAP) and governmental accounting standards (GASB)
- Ability to manage the coordination for the diverse activities of separate operating units towards the achievement of common goals
- Experience in data analysis, problem solving, and survey techniques
- Possesses high levels of written and oral communication and interpersonal skills as applied to interaction with the Chief Operating Officer or other Village officials, co-workers, staff, or the general public
- Knowledge of all local, state, and federal laws pertaining to public fiscal administration and human resource management (e.g. Illinois Public Employers Labor Relations Laws and Regulations, the Illinois Compensation Act, etc.)
- Proficiency in Microsoft Office and governmental financial software (Harris/MSI)

- Ability to successfully complete multiple tasks simultaneously
- Ability to manage and meet deadlines
- Professionalism in both appearance and conduct

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Primarily sedentary office environment

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; occasional light lifting up to 20 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing

Vision: Visual acuity to perform maintenance functions and operate equipment

Miscellaneous: Must be willing to occasionally perform tasks and duties outside of designated position



CHIEF OF POLICE

Classification: Full-Time

FLSA Status: Exempt

Career Band: 2

Reports to: Chief Operating Officer

BASIC FUNCTIONS

Under the direction of the Chief Operating Officer, the Police Chief is responsible for the administration of all Police Department functions, including patrol, traffic, criminal investigation, and related activities. This position also develops and implements policies and procedures to assure continuing efficient operations of all department functions. The Police Chief formulates long-range goals and objectives for the Police Department, which include but are not limited to the enforcement of laws and ordinances, the prevention of crime, and the safety of Village residents.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in political science, criminal justice, public administration, or related field from an accredited institution

Experience: Five to seven years of experience in municipal police work in an administrative capacity equivalent to the Captain or Commander level (or sufficient combination of education and experience)

Certifications: Possesses a valid State of Illinois Police Officer Certification; valid first aid certification; valid CPR certification; valid fire arms certification; valid driver's license

PRINCIPAL DUTIES

- Responsible for the establishment of rules and regulations governing the conduct of the department personnel
- Selects and oversees the implementation of proper training of all department personnel; ensures training of members of the Police force, particularly at the administrative and supervisory level
- Oversees the operational activities of the department through subordinate supervisors
- Prepares and monitors annual departmental budget

- Develops departmental long- and short-range goals and objectives
- Oversees all expenditures and departmental appropriations
- Holds responsibility for the establishment and oversees a program of public relations
- Stays abreast of relevant legislation and court decisions as it pertains to the Police Department operations
- Evaluates new innovations and techniques in police operations
- Receives and handles complaints from Village residents and performs follow-up to ensure that action was taken
- Fosters appropriate intra- and interagency communications and relations
- Prepares reports and serves on executive level intradepartmental committees as requested by the Chief Operating Officer
- Prepares correspondence and memoranda on matters relating to the department
- Acts as liaison with external criminal justice committees, professional organizations, and work groups
- Attends meetings of Village standing committees, Village Board, and Board of Police Commission
- Serves as coordinator for the Village's Adopt-A-Cop program
- Performs other duties, as assigned

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of modern police procedures and management techniques and their appropriate application in various situations
- Knowledge of principles and practices of municipal administration
- Knowledge of legislation and court decisions affecting police operations
- Knowledge of local, state, and federal laws; particularly criminal law
- Knowledge of principles of investigation and interrogation
- Experience or training in labor relations
- Skill in effective and proper operation and maintenance of various weaponry/equipment used in police activities.
- Skill in the use of computer hardware and applicable computer software, including Microsoft Office
- Possesses high levels of written and oral communication
- Ability to establish and maintain effective working relations with Village employees, the public, community organizations, professional organizations, and the business community
- Demonstrates strong public relations and Team building skills
- Ability to facilitate effective conflict, arbitration, or resolution
- Ability to observe situations quickly, analytically, and objectively in order to determine a prompt course of action

- Understands and responds quickly, calmly, decisively, and accurately to written and oral instructions, inquiries, requests, and complaints in all situations
- Ability to work independently or as a Team member within the guidelines of standard operating procedures, departmental rules and regulations, and within the scope of authority for the position

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field and office environment; must be able to perform duties in all outdoor elements

Mobility: Walking, running, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles; must be able to perform physical tasks associated with clerical demands, such as typing and filing; heavy, moderate or light lifting; must maintain physical health

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies



DIRECTOR OF COMMUNITY DEVELOPMENT

Classification: Full-Time

FLSA Status: Exempt

Career Band: 2

Reports to: Chief Operating Officer

BASIC FUNCTIONS

The Community Development Director plans, directs, manages and oversees the activities and operation of the Community Development Department, including land use, long and short range planning, building codes, permit issuance, inspections, environmental review, and economic development.

The Director acts as the staff liaison to the Planning, Building, and Zoning Commission and the Zoning Board of Appeals, and attends all Village Board meetings.

The Director coordinates development-planning reviews with various consultants and staff members to ensure development applications are compliant with the Village Code.

The Community Development Department is an integral part of the Village that works extensively with other Village Departments, the community and the region as a whole.

The Director reports directly to the Chief Operating Officer and supervises three full-time employees.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in Planning, Business or Public Administration is required; preferred candidate possesses an advanced degree in the aforementioned fields, from an accredited institution.

Experience: Seven or more years of public sector experience and leadership experience in a combination Community Development, Building and Zoning (or sufficient combination of education and experience)

Certifications: AICP certification required; possesses a valid driver's license

PRINCIPAL DUTIES

- Leads and supports Community Development Department functions including general planning/zoning and building services, including the supervision of three full-time staff
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates division activities with other departments and agencies, as needed
- Primary responsibility for bringing identified projects through the entire process including pre-planning, planning and zoning, permitting, inspections, and completion
- Prepares studies and reports on community and economic development, housing and real estate property, housing, and related matters
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations
- Reviews current trends and developments in the field of planning and construction, and prepares revisions to codes, ordinances and local regulations
- Examines proposed plans for compliance with building codes and zoning regulations
- Interprets and explains codes and regulations to developers, builders, contractors, homeowners, and other interested parties
- Confers with contractors, engineers, and property owners regarding disapproved items in order to obtain plan changes necessary for approval
- Approves proposed plans in accordance with the code and related regulations, works with developers to modify plans to work within existing codes
- Keeps operational and plans examination records and makes verbal and written reports
- Communicates official programs, policies and procedures to staff and the general public
- Serves as liaison with local, state and federal officials, community interest groups, housing, commercial and industrial developers/providers
- Resolves complex and sensitive customer service issues, either personally, by telephone or in writing
- Maintains records and documents of customer service issues and resolutions
- Staff liaison to the Planning, Building and Zoning Commission and Zoning Board of Appeals.
- Facilitates all special use permit, variance, text amendment and re-zoning applications
- Communicates regularly with developers regarding zoning, annexation agreement negotiations, utility availability, impact fees, and building requirements
- Conducts annual employee reviews for all Community Development Department employees
- Prepares annual Department budget; serves on budget review team

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of local, state, county and federal statutes
- Professionalism in both appearance and conduct
- Ability to perform quantitative data assessment and analysis
- Ability to operate a variety of standard office computer equipment, including proficiency in Microsoft Outlook, Word, Excel, MSI, Laserfiche, GIS and similar software programs
- Knowledge of standard office practices, procedures, and office assistance techniques
- Possesses high levels of oral and written communication with employees and the public
- Ability to successfully complete multiple projects simultaneously
- Ability to manage a schedule and meet deadlines
- Possesses high levels of written and oral communication
- Maintains effective working relationships as applied to interaction with co-workers, supervisor, consultants, and the general public, etc.

PHYSICAL AND MENTAL REQUIREMENTS

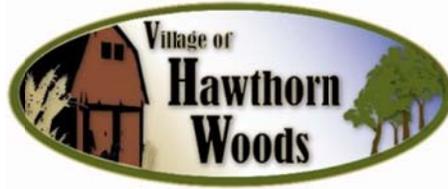
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Environment: Primarily sedentary office environment

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; occasional light lifting up to 20 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing

Vision: Visual acuity to perform maintenance functions and operate equipment

Miscellaneous: Must be willing to occasionally perform tasks and duties outside of designated position



DIRECTOR OF PARKS AND RECREATION

Classification: Full-Time

FLSA Status: Exempt

Career Band: 2

Reports to: Chief Operating Officer

BASIC FUNCTIONS

The Director of Parks and Recreation is responsible for the management of the Parks and Recreation function of the Village of Hawthorn Woods. Other responsibilities include the preparation of the annual parks and recreation and aquatic center operating budgets, assuring compliance with federal and state government policies, investigation of all complaints received in relation to matters concerning the parks and recreation department of the Village. The Director is expected to attend all regular and special meetings of the Village Board meetings. He or she must also ensure the enforcement of all laws and ordinances related to matters under the control of the Department of Parks and Recreation. The Director's responsibilities will be mostly managerial and administrative; however, he or she must be prepared to work on field assignments. Additionally, the Director will perform special assignments and duties and interact on a regular basis with vendors, residents, and other Village departments.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in recreation, public administration, or related field is required; preferred candidate possesses an advanced degree in the aforementioned fields, from an accredited institution.

Experience: At least seven years of experience in a public management position, preferably in administration, finance, business, parks and recreation or related field (or sufficient combination of education and experience)

Certification: Possesses a valid driver's license; Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) certification required

PRINCIPAL DUTIES

- Manages, develops and coordinates recreation, athletic programs, special events, and other leisure services for Village residents

- Manages public relations and information programs; coordinates programs and services with other departments and agencies; prepares and maintains corresponding files and records
- Supervises the Assistant Director of Parks and Rec Recreation, the Parks Maintenance Division and the Aquatic Center Manager
- Develops the Parks and Recreation, Special Events and Aquatic Center operating budgets and monitors expenditures, revenues, and fund transfers
- Compiles and delivers a monthly report to the Board of Trustees regarding Parks and Recreation activities
- Develops and supervises implementation of long-range plans and strategies related to recreational activities
- Evaluates effectiveness and efficiency of program and services; makes recommendations on the introduction or deletion of programs and services
- Develops and supervises implementation of a marketing strategy for recreation programs, services and facilities consisting of appropriate pricing and promotional efforts
- Reviews and coordinates park and recreation brochures
- Manages the recruitment, selection, training, supervision and evaluation of seasonal/temporary staff and volunteers
- Establishes a cooperative planning and working relationship with community agencies and organizations

SKILLS, ABILITIES, AND EXPERIENCE

- Thorough knowledge of the principles and practices of public administration, with special attention to departmental personnel, budget administration, and parks and recreation planning
- Ability to manage staff within the guidelines of standard operating procedures, departmental rules and regulations, and within the scope of authority for the position
- Ability to establish and maintain effective working relationships with Village employees, the public, community organizations, professional organizations, and the business community
- Knowledge of local, state, and federal laws as they relate to public administration
- Knowledge of all phases of community recreational activities and their proper administration
- Possesses thorough knowledge of standard office practices, procedures, and office assistance techniques
- Demonstrates strong public relations and Team building skills
- Possesses high levels of oral and written communication
- Ability to successfully complete multiple projects simultaneously

- Ability to manage a schedule and meet deadlines
- Maintains professionalism in both appearance and conduct
- Ability to operate a variety of standard office computer equipment, including proficiency in Microsoft Office, Activenet, MSI, and similar software programs

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Primarily sedentary office environment

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; occasional light lifting up to 20 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing

Vision: Visual acuity to perform maintenance functions and operate equipment

Miscellaneous: Must be willing to occasionally perform tasks and duties outside of designated position



DIRECTOR OF PUBLIC WORKS/VILLAGE ENGINEER

Classification: Full-Time

FLSA Status: Exempt

Career Band: 2

Reports to: Chief Operating Officer

BASIC FUNCTIONS

The Director of Public Works/Village Engineer will supervise, oversee, direct and control all daily public works operations within the Village of Hawthorn Woods. The Director prepares the annual operating and capital budgets for all units of the Public Works Department, in addition to making recommendations, for the health, safety, and welfare of the community. The Director is expected to attend all regular and special meetings of the Village Board meetings. He or she must also ensure the enforcement of all laws and ordinances related to matters under the control of the Department of Public Works. The Director's responsibilities will be mostly managerial and administrative; however, he or she must be prepared to work on field assignments. Additionally, the Director will perform special assignments and duties, which may include but are not limited to the following: management of snow and ice removal program; and, interact on a regular basis with vendors, residents, and other Village departments.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in engineering, public administration, or related field is required; preferred candidate possesses an advanced degree in the aforementioned fields, from an accredited institution.

Experience: Seven years of experience in field of engineering or public works, with progressive supervisory experience (or sufficient combination of education and experience)

Certifications: Possesses a valid driver's license; Professional Engineer certification

PRINCIPAL DUTIES

- Ensures the prompt repair of all streets, alleys, parkways, sidewalks, Village equipment, traffic control devices, bridges, infrastructure, sewer system, municipal pool and public buildings and grounds whenever they are altered, damaged or are in need of repair, as resources become available

- Schedules, supervises and evaluates the daily work activities of Public Works employees; provides training in safe and efficient work methods
- Manages contracts and fosters relationships with vendors and implements capital improvement programs
- Performs employee evaluations as needed, and makes recommendations for disciplinary action when required

SKILLS, ABILITIES, AND EXPERIENCE

- Competency in Microsoft Office software
- Possesses high levels of written and oral communication skills
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to work well with others and function well under pressure
- Professional in appearance and conduct
- Strong managerial skills
- Sound fiscal management of operating budget

PHYSICAL AND MENTAL REQUIREMENTS

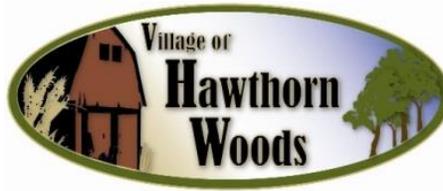
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Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles

Vision: Visual acuity to perform maintenance functions and operate equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance); may be required to travel outside Village boundaries to attend meetings and recruit vendors



ASSISTANT DIRECTOR OF PARKS AND RECREATION

Classification: Full-Time

FLSA Status: Exempt

Career Band: 3

Reports to: Director of Parks and Recreation

BASIC FUNCTIONS

The Assistant Director of Parks and Recreation is responsible for the planning, organization, and supervision of park and recreation programs, village activities and special events. This position is also responsible for all Public Information communications, including electronic messaging, production of brochures, and management of website & media releases related to Parks and Recreation activities.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited institution with coursework in park management, recreation leisure or education is required.

Experience: Three to five years of experience in recreation or parks planning and/or public information (or sufficient combination of education and experience)

Certifications: First Aid and CPR certification; possess a valid driver's license; Certified Park and Recreation Professional (CPRP) designation preferred.

PRINCIPAL DUTIES

- Manages planning, organization, implementation and oversight of recreational/general interest programs and special events, including the Movies in the Park/Barn, Concerts in the Park, Village Fall Family Fun Festival, etc.
- Provides direct leadership and supervision to all assigned recreation programs and services; may teach or lead classes
- Evaluates effectiveness and efficiency of programs and services; makes recommendations on the introduction or deletion of programs and services
- Assists in the development and implementation of a marketing strategy for recreation programs, service and facilities consisting of appropriate pricing and promotional efforts
- Designs and oversees development and distribution of park and recreation brochures

- Recruits, selects, trains, supervises and evaluates seasonal/temporary staff and volunteers
- Contacts independent contractors and vendors for programs and services as needed
- Prepares and maintains management reports and records regarding programs and services
- Coordinates facility usage for recreation programs and special events
- Manages summer camp programs
- Performs special projects as assigned by department heads (e.g. grant distribution)
- Corresponds daily via telephone and in person with Village residents and vendors
- Works closely with Village administration to ensure resident satisfaction
- Assists with constituent services at the front desk
- Position requires daily, evening and weekend hours on occasion
- Updates and enters all recreation and special events programs using Activenet recreation software
- Performs other duties as assigned
- Coordinate and plan cooperative production, programming, brochures or special events with Village departments
- Assist with development of opinion surveys for internal and external customer and resident perceptions
- Manage internal and external Village communications, including preparing newsletters, brochures, website, Thursday e-blast, advertising, press releases, and mailing pieces
- Plan and develop Village use of technology to improve communications to the public
- Coordinate marketing of Village recreation programs
- Manage Village's Facebook page
- Assist with coordination of special events and meetings, publications research, writing and proofreading.
- Plans and conducts community presentations on programs or issues.

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of recreation, parks and leisure services, and special event operations
- Knowledge of day camp operation and youth recreational activities
- Ability to efficiently and effectively deliver recreation programs and services to the public
- Ability to implement sound techniques for managing youth, teen, adult, and senior programs and services
- Experience with the supervision of seasonal staff members
- Proficiency in Microsoft Office; Adobe In-Design and ability to learn our recreation program software (Activenet)
- Ability to multi-task and be flexible
- Ability to manage multiple programming schedules
- High interpersonal and organizational skills
- Excellent proofreading and writing skills
- Ability to communicate, both orally and in writing, with residents and fellow employees
- Experience with survey design and distribution
- Experience with website management and graphic design

- Knowledge of federal, state, and local laws as they pertain to public administration issues
- Knowledge of the theories and principles of public administration
- Knowledge of theories and principles of communications and public information
- Knowledge of community dynamics including intergovernmental relations, civic organizations and special interest groups
- Knowledge of group dynamics, team building and consensus methods
- Knowledge of the operations, practices and procedures of the media, including social media, electronic and print
- Ability to gather and analyze data and draw logical conclusions
- Ability to prepare detailed reports and related memoranda
- Ability to create and maintain effective working relationships with the media, Administration, elected officials and the general public
- Ability to organize and lead community involvement processes
- Ability to organize and manage complex projects

PHYSICAL AND MENTAL REQUIREMENTS

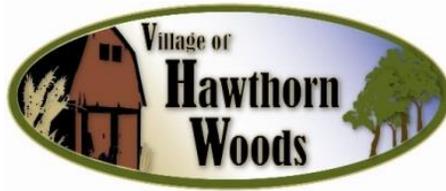
The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field and office environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles; moderate lifting up to 20 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing

Vision: Visual acuity to perform maintenance functions and operate equipment

Miscellaneous: Position requires work with athletic Teams, senior groups, and youth ages pre-school through high school



ASSISTANT DIRECTOR OF PUBLIC WORKS

Classification: Full-Time

FLSA Status: Exempt

Career Band: 3

Reports to: Director of Public Works/Village Engineer

BASIC FUNCTIONS

The Assistant Director of Public Works supervises and coordinates the maintenance, construction, and repair of Village infrastructure to ensure the safety and comfort of all Village residents and employees. These responsibilities include buildings, streets, and sanitary and storm sewer systems. In addition making management decisions on field projects, the Assistant Director Public Works is responsible for administrative tasks as it relates to Public Works. These tasks include but are not limited to the following: invoicing and pricing, coordinating assigned activities with other divisions, outside agencies, and the general public; and, providing highly responsible and complex staff assistance to the Director of Public Works/Village Engineer. The Assistant Director of Public Works must not only be able to effectively communicate with and manage all supervised employees, but must also be able to perform all of the field work associated with the Department of Public Works.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent, supplemented by specialized training in maintenance, construction, or a related field.

Experience: Three to five years of increasingly responsible experience in maintenance or construction, including one year of administrative or supervisory responsibility (or sufficient combination of education and experience)

Certifications: Possesses a valid Class B commercial driver's license with proper endorsements; possesses a valid driver's license; preferred candidate will have additional training and certifications (e.g. salting, snow and ice control, construction inspection, welding, piping, HVAC plumbing etc.)

PRINCIPAL DUTIES

- Coordinates the organization scheduling, staffing and operational activities for the maintenance, construction and repair of Village buildings, streets, parks and storm sewer systems and field supervises assigned crews
- Identifies opportunities for improving service delivery methods, procedures, and resource needs; reviews with appropriate management staff; implements improvements
- Ensures adherence to safe work practices and procedures
- Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner
- Estimates time, materials and equipment required for jobs assigned; appropriates materials as required
- Maintains records and prepares reports regarding employee work activities and material usage
- Selects, trains, motivates, and evaluates maintenance personnel; works with employees to correct deficiencies; recommends discipline and termination procedures
- Participates in the development and administration of assigned program budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; recommends adjustments as necessary
- Coordinates construction, maintenance and repair activities with other divisions and outside agencies
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public works maintenance and construction

SKILLS, ABILITIES, AND EXPERIENCE

- Ability to work on multiple projects simultaneously
- Knowledge of basic principles, procedures, techniques, and operations used in the maintenance or construction of all aspects of Public Works, including Village streets, parks, buildings, and storm drainage systems
- Knowledge of occupational hazards and standard safety precautions
- Ability to read and understand blue prints, schematics, and specifications (structural, mechanical, electrical, plumbing, and fire systems), and maintenance repair manuals
- Ability to teach and enforce the following: safe principles and practices of traffic control and flagging; federal, state, and local laws, codes, and regulations; the operation of various machinery and equipment
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with associates and the general public

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles; ability to lift heavy objects

Vision: Visual acuity to perform maintenance functions and operate equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance); may be required to travel outside Village boundaries to attend meetings and recruit vendors



AQUATIC CENTER MANAGER

Classification: Seasonal

FLSA Status: Exempt

Career Band: 4

Reports to: Director of Parks and Recreation

BASIC FUNCTIONS

The Aquatic Center Manager is responsible for management of the day-to-day operation of the Hawthorn Woods Aquatic Center. These responsibilities include the hiring, training, and managing of all lifeguards and aquatic center employees. Additionally, the position is in charge of the budget, schedules, and general pool operations. The Aquatic Center Manager's main responsibility is to ensure the safety and profitability of the Aquatic Center.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree from an accredited institution with coursework in park management, recreation leisure or education is required.

Experience: Three to five years of demonstrated administrative or supervisory experience in park and recreation management (or sufficient combination of education and training in water safety, lifeguarding, swimming skills, and aquatic sports)

Certifications: First aid and CPR; possesses a valid driver's license; must be a certified life guard; possesses an AFO or CPO certificate

PRINCIPAL DUTIES

- Coordinates all aspects of facility rental and aquatic center
- Supervises Aquatic Center personnel, including employees, independent contractors and volunteers
- Prepares cost analysis budgeting of programs, activities and special events
- Prepares reports, statistics, and evaluations of special interest programs
- Assists with emergency procedures and building evacuation
- Leads and/or teaches various recreation activities
- Inspects and recommends facility equipment repairs and improvements
- Implements and supervises purchasing in accordance with district policies and procedures

- Monitors program participation and takes corrective action steps for both low enrollment and waiting lists
- Monitors financial results reporting any deviations
- Oversees operation of concession area
- Monitors status and condition of programs and physical locations of programs
- Evaluates staffing needs (including recruitment, hiring, training, and evaluation) and makes adjustments within the department to insure programs operate efficiently and create an environment for success
- Assists in interpreting resident needs and delivering programs and services to meet those needs
- Promotes, organizes, and stimulates good relationships with community and other interest groups and with other agencies serving the area
- Markets pool and community room rentals and parties to day camps and other summer users
- Actively supports the safety policy and related programs including following/enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents
- Reports and investigates accidents; provides medical authorization for injured employees to obtain medical care
- Makes sure necessary safety equipment and protective devices for each job or program are available, used, and properly maintained
- Monitors chemical dispersion system and health-related water quality issues
- Oversees pump room safety and inspections
- Serves as ambassador for residents and guests

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of the safety manual and department-specific safety rules
- Possesses previous management experience, including instruction training and in-service training to employees
- Possesses previous personnel experience, including the hiring, managing, and firing of employees; must have knowledge of payroll practices
- Knowledge of pool maintenance and water quality testing factors
- Ability to establish and maintain effective working relationships with employees, vendors and patrons

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work area is both indoors (in a smoke-free environment with controlled temperature and fluorescent lighting) and outdoors; frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities; exposure to noise distractions from employees, patrons, or equipment operation; exposure to chronic or infectious disease while performing routine first aid or emergency procedures; exposure to cleaning products, pool chemicals, and pump room products

Mobility: Must be physically fit and capable of standing, walking, swimming, and lifting moderately heavy objects

Vision: Visual acuity to perform maintenance functions and operate equipment

Miscellaneous: Position may require work with athletic Teams, senior groups, and youth ages pre-school through high school



BUILDING INSPECTOR AND CODE ENFORCEMENT OFFICER

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 4

Reports to: Director of Community Development

BASIC FUNCTIONS

Serves as the plan reviewer and building inspector for new construction, alterations, or modifications on residential and non-residential buildings. Performs field inspections associated with residential and non-residential construction. Provides a variety of duties in support of municipal ordinance provisions, and state and county laws relating to property maintenance, zoning, housing, building permits, nuisances, health and safety and other matters of public concern. This position is also responsible for the enforcement of all non-building issues, such as signs, fences and property maintenance. Serves as a resource and provides information on Village regulations to property owners, residents, businesses and general public, and other Village departments. Communicates resident interests to the Administration as they relate to certain building related codes.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in public administration, engineering, construction management or related field, from an accredited institution preferred

Experience: Three to five years of experience working in code enforcement, building inspection or a related field (or sufficient combination of education and experience)

Certifications: BOCA Certified; Certified Code Enforcement Officer; possesses a valid driver's license

PRINCIPAL DUTIES

- Reviews plans for improvement projects
- Serves as initial contact person for proposed building construction and alterations
- Inspects construction projects for compliance with the Village Code, BOCA Code and National Electric Code

- Issues citations for building and zoning violations; issues stop-work orders; appears and testifies in court when necessary
- Provides input on the writing of certain ordinances
- Enforces ordinances as necessary
- Responds to complaints of potential code violations relating to building occupancy, housing conditions, construction, land use, zoning, property maintenance, etc.
- Conducts field investigations of potential violations, gathers evidence, and questions complainants; compares facts on code requirements, makes findings and issues warnings, correction notices, and/or citations
- Meets with owners, tenants, contractors, businesses and others to review and explain code requirements, violations, and potential violations
- Maintains a variety of logs and reports related to inspection and enforcement activities
- Prepares recommendations for amendments and additions to codes

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of building practices and the working qualities of various building materials as permitted by the Village Code
- Possesses an understanding of all applicable state, county, federal, and local ordinances, laws, rules, and regulations related to code enforcement and permits
- Proficiency in computer applications and hardware related to performance of the essential functions of the job, such as Microsoft Office, electronic mail systems, Harris/MSI, Laserfiche and Activenet
- Maintains department organization, standard operating guidelines and policies, rules, and regulations
- Possesses high levels of written and oral communication
- Ability to establish and maintain effective working relationships with employees, vendors, and the general public
- Possesses high level of communication and interpersonal skills as applied to interaction with co-workers, supervisors and the general public, etc. sufficient to exchange or convey information and receive work direction

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field and office environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles; moderate lifting up to 50 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing

Vision: Visual acuity to perform maintenance functions and operate equipment

Miscellaneous: Must be willing to occasionally perform tasks and duties outside of designated position



CREW LEADER - FACILITIES

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 4

Reports to: Assistant Director of Public Works

BASIC FUNCTIONS

The Crew Leader - Facilities performs a variety of skilled maintenance and custodial tasks in keeping assigned buildings, facilities, and grounds in an orderly, sanitary, and safe condition. In addition, this position ensures the effective operation of all related systems and equipment. The Crew Leader - Facilities verifies code compliance of all Village buildings and electrical and plumbing units. This position works frequently with other employees to maintain the effectiveness of Village services, including seasonal demands such as aquatic center maintenance and storm clean up. Although the Crew Leader - Facilities reports to the Assistant Director of Public Works, the ideal candidate for this position should be self-motivated and able to work with minimal supervision and guidance.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an Associate's Degree from an accredited institution

Experience: Five to seven years of experience in building maintenance or related field (or sufficient combination of education and experience)

Certifications: Possesses a valid Class B commercial driver's license; CPO (Certified Pool Operator) certification

PRINCIPAL DUTIES

- Supervises Facilities Crew (Apprentice – Facilities, Maintenance Specialist I – Facilities, Maintenance Specialist II – Facilities)
- Provides the Assistant Director of Public Works with input on daily work plan of Facilities Crew
- Researches cost of materials and completes Project Cost Worksheets for various Facilities projects

- Performs troubleshooting and minor repairs of electrical wiring, plumbing, mechanical and irrigation sprinkler systems, often utilizing blueprints, and/or maintenance and repair manuals
- Performs carpentry work utilizing hand and power tools correctly and safely
- Performs painting and carpet laying and repairs tasks utilizing proper preparation and methods of application
- Performs water chemical treatments for HVAC and water conditioning systems
- Performs routine janitorial work including care of floors, walls, windows, furniture, toilet room fixtures, and waste disposal. Replaces sanitary supplies and light bulbs as required.
- Inspects facilities for security, safety, or needed repairs and takes appropriate action
- Maintains supplies and communicates with vendors to prepare purchase order for additional supplies as needed
- May supervise seasonal and/or part-time employees performing maintenance work
- Responds on off-duty hours for emergencies
- Participates in Village snow removal program
- Follows all safety rules and procedures established for work area
- Performs related duties and responsibilities as required

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of carpentry, plumbing, mechanical, electrical wiring, painting, carpet and linoleum laying and repair, irrigation sprinkler systems, and related tools and equipment
- Knowledge of occupational hazards and standard safety precautions
- Ability to perform heavy manual labor
- Ability to ensure adherence to safe work practices and procedures
- Ability to understand and follow oral and written instructions
- Ability to communicate clearly and concisely, both orally and in writing
- Knowledge of computer software, particularly Microsoft Office
- Ability to establish and maintain effective working relationships with vendors, employees, and Village residents
- Working knowledge of HVAC systems, domestic boiler and heating boiler systems and energy saving devices
- Knowledge of custodial practices and procedures
- Knowledge of safe working procedures
- Ability to read and understand blue prints, schematics, specifications (structural, mechanical, electrical, plumbing, and fire systems), and maintenance repair manuals
- Ability to operate hand and power tools and equipment used in performing assigned duties
- Ability to physically perform assigned duties
- Ability to prioritize and organize work assignments and carry out work independently

PHYSICAL AND MENTAL REQUIREMENTS

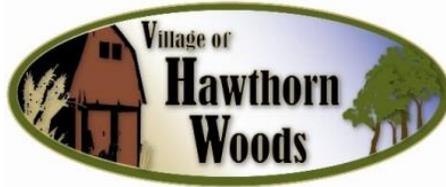
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Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate or light lifting; walking, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance)



CREW LEADER - FLEET

Classification: Part-Time

FLSA Status: Non-Exempt

Career Band: 4

Reports to: Assistant Director of Public Works

BASIC FUNCTIONS

The Crew Leader - Fleet performs general vehicle and equipment maintenance for all Village departments. Maintenance includes police and Village automobiles, in addition to general grounds equipment (e.g. snow plows, lawn mowers, generators, etc.). This position works frequently with other employees to ensure successful operation of the Department of Public Works.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent

Experience: Knowledge of mechanical maintenance required (or sufficient combination of education and experience)

Certifications: Possesses a valid Class B commercial driver's license

PRINCIPAL DUTIES

- Performs general vehicle and equipment maintenance for all police and Village automobiles, in addition to general grounds equipment (e.g. snow plows, lawn mowers, generators, etc.)
- Works frequently with other employees to ensure successful operation of the Public Works Department
- Manages contractual agreements related to vehicle maintenance and repair
- Documents repairs and maintenance for each vehicle
- Schedules routine maintenance for all village vehicles and equipment
- Performs snow removal operations during winter
- Performs special projects as assigned

SKILLS, ABILITIES, AND EXPERIENCE

- Ability to get along with others and work as a member of a Team
- Knowledge of vehicle maintenance, particularly related to police cars, Village trucks/cars, and snow plows
- Ability to identify work hazards and practice general safety procedures
- Ability to interact with the public in an effective, customer-friendly manner.
- Ability to communicate information effectively
- Ability to understand and follow oral and written instructions
- Ability to work independently without direct supervision in the field
- Ability to safely operate light-duty trucks, hand mowers and a variety of hand tools used in Village maintenance
- Ability to lift up to 50 pounds and perform a variety of physical tasks and heavy labor

PHYSICAL AND MENTAL REQUIREMENTS

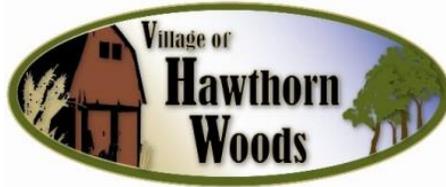
The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate, or light lifting; walking, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal)



CREW LEADER - PARKS

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 5

Reports to: Director of Parks and Recreation

BASIC FUNCTIONS

Reporting to the Director of Parks and Recreation, the Crew Leader – Parks performs a variety of skilled maintenance and custodial tasks in keeping assigned Village parks, sports fields and grounds in orderly, clean, sanitary, and safe conditions. An ideal candidate must be able to perform tasks associated with seasonal demands, not only in parks but in all aspects of Public Works. As the Parks Specialist, this employee is charged with maintaining the superior condition of Village parks and fields for the benefit of residents' recreational use and organized team sports. Although the Crew Leader - Parks reports to the Director of Parks and Recreation, the ideal candidate for this position should be self-motivated and able to work with minimal supervision and guidance.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an Associate's Degree from an accredited institution

Experience: Five to seven years of experience in parks maintenance, horticulture, or related field (or sufficient combination of education and experience)

Certifications: Possesses a valid Class B commercial driver's license; preferred candidate will have additional training and certification (e.g. first aid and CPR, turf application, etc.); pesticide applicator/operator license; and CPSI (Certified Playground Safety Inspector)

PRINCIPAL DUTIES

- Supervises Parks Crew (Apprentice – Parks, Maintenance Specialist I – Parks, Maintenance Specialist II – Parks)
- Provides the Director of Parks and Recreation with input on daily work plan of Parks Crew

- Researches cost of materials and completes Project Cost Worksheets for various Parks projects
- Oversees contractual vendor work related parks maintenance activities to ensure compliance with the contract
- Maintains all planting areas including turf, flower beds, shrub areas, and gardens in all parks and islands on a regular basis; conduct annual planting of areas (bulbs, perennials and annuals) along with trimming and clean out of spent growth
- Completes regular inspections and maintenance of all parks, fields, playgrounds and Village grounds for security, safety or needed repairs/maintenance and takes appropriate action
- Applies fertilizers, pesticides, herbicides and other types of chemicals to control hazardous insects, weeds and unwanted plants according to park maintenance plan
- Maintains equipment as required: i.e., lawn mowers, weed eater, etc.
- Operates equipment using proper safety equipment and procedures
- Mowing of all parks, sports fields and Village property and grounds.
- Directs and supervises temporary Public Works employees
- Prepares Village grounds for special events, such as Fourth of July, Bike Rodeo and Fall festivals
- Participates in Village snow removal program
- Performs related duties and responsibilities as required

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of occupational hazards and standard safety precautions
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Knowledge of safe working procedures
- Ability to operate hand and power tools and equipment used in performing assigned duties
- Ability to prioritize and organize work assignments and carry out work independently

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate or light lifting; walking, standing, climbing or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance)



CREW LEADER – STREETS AND DRAINAGE

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 4

Reports to: Assistant Director of Public Works

BASIC FUNCTIONS

The Crew Leader – Streets and Drainage works to perform a variety of duties in the maintenance, repair, and reconstruction of village streets. These tasks may include but are not limited to the maintenance of streets, curbs, street signs, lighting, and sanitary and storm drainage systems. This position works directly with other Public Works employees to preserve the Village infrastructure. In addition, duties involve frequent collaboration with Village residents and vendors. Although the Crew Leader – Streets and Drainage reports to the Assistant Director of Public Works, the ideal candidate for this position should be self-motivated and able to work with minimal supervision and guidance.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an Associate's Degree from an accredited institution

Experience: Five to seven years of maintenance or construction experience (or sufficient combination of education and experience)

Certification: Possesses a valid Class B commercial driver's license

PRINCIPAL DUTIES

- Supervises Streets Crew (Apprentice – Streets, Maintenance Specialist I – Streets, Maintenance Specialist II – Streets, and seasonal employees)
- Provides the Assistant Director of Public Works with input on daily work plan of Streets Crew
- Researches cost of materials and completes Project Cost Worksheets for various Streets projects

- Performs various street maintenance functions: overlays streets, patches potholes, rolls and finishes asphalt and applies emulsion; operates street sweeper to remove debris; performs general road side maintenance
- Maintains and installs various traffic control devices including guard rails, signs, pavement markings and traffic signals; ensures adherence to established rules and regulations
- Sets up traffic control devices and performs flagging functions in work zones; ensures a safe working environment according to established safety guidelines
- Maintains street lighting systems; removes and replaces bulbs; installs light poles; bases
- Performs maintenance and construction on Village storm drainage systems; installs catch basins and manholes; repairs and installs pipes; operates a sewer cleaner to clear sewer lines
- Removes, repairs, replaces or installs street signs; cleans and maintains existing signs; trims vegetation that presents safety hazards
- Performs snow removal operations during winter
- Operates equipment using proper safety equipment and procedures
- Performs related duties and responsibilities as required
- Provides courteous customer service; responds to questions and inquiries from the general public regarding various maintenance projects; resolves customer problems or complaints

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of basic principles and procedures used in the maintenance or construction of village streets and sanitary and storm drainage systems
- Knowledge of occupational hazards and standard safety precautions
- Knowledge of safe principles and practices of traffic control and flagging, including layout of traffic control
- Knowledge of pertinent federal, state, and local laws, codes and regulations
- Ability to operate a variety of equipment and machinery for use in maintenance and construction
- Ability to maintain and install various traffic control devices and street lighting systems
- Ability to learn to safely and accurately perform chemical application functions for snow removal
- Ability to ensure adherence to safe work practices and procedures
- Ability to communicate clearly and concisely, both orally and in writing

PHYSICAL AND MENTAL REQUIREMENTS

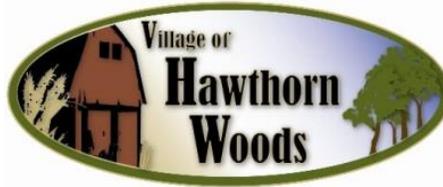
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Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate or light lifting; walking, standing, climbing, or sitting for prolonged periods of time; operating heavy construction and motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance)



POLICE RECORDS AND OFFICE MANAGER

Classification: Full-Time

FLSA Status: Exempt

Career Band: 4

Reports to: Police Chief

BASIC FUNCTIONS

The Records and Office Manager performs a variety of tasks pertaining to the records and administration of the Village Police Department. This all-encompassing position ensures the completion and accuracy of all files on complaints, investigations, arrests, and lesser offenses maintained by the Police Department. Additionally, this position serves as a liaison to Village personnel, residents, and other agencies regarding all Police Department issues. The Records and Office Manager is integral to the organizational success and day-to-day happenings of the Police Department.

MINIMUM QUALIFICATIONS

Education: Associate's Degree required; preferred candidate possesses a Bachelor's Degree from an accredited institution

Experience: Three to five years of administrative experience in a government setting (or sufficient combination of education and experience)

Certification: Possesses a valid driver's license

PRINCIPAL DUTIES

- Serves as the first point of contact for all police-related inquiries
- Serves as Traffic Compliance Coordinator
- Manages all processing and maintenance of ticket violations, FOIA requests, vehicle impounds, arrests, accidents, incident reports, offense reports, expunge requests, etc.
- Maintains all records, books, and files pertaining to the work of the Police Department
- Communicates frequently with local, state, and national public agencies regarding all police activity
- Maintains all mail correspondence and notices for the Police Department
- Disseminates criminal history records

- Enters all information of police activity into records reporting system
- Imports incidents from CAD system into records program on a daily basis
- Prepares attorney's subpoena requests (reports, 911 tapes, copies of DVD from booking room and squads) for the courts
- Prepares daily police bulletins for the press
- Performs regular statistical analysis for Chief of Police
- Processes racial profiling information for the officers
- Maintains personnel files of all police employees
- Prepares all invoices and is responsible for petty cash
- Serves as LEADS (Law Enforcement Agencies Data System) for the Village Police Department
- Takes inventory and is responsible for ordering office supplies, booking room, officers forms, and equipment (e.g. gloves, masks, batteries)
- Performs other duties, as assigned.

SKILLS, ABILITIES, AND EXPERIENCE

- Ability to multitask and reach conclusions independently; self-directed
- Willingness to complete FOIA training on an annual basis
- Previous experience with CAD system
- Possesses high levels of written and oral communication skills
- Ability to establish and maintain effective working relationships with associates and the general public
- General knowledge of federal, state, and local laws
- Proficiency of Microsoft Office software and general computer operations

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Primarily sedentary office environment

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; occasional light lifting up to 20 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing



BUILDING DEPARTMENT SPECIALIST

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 5

Reports to: Director of Community Development

BASIC FUNCTIONS

The Building Department Specialist is responsible for the clerical duties related to code enforcement and permits. This position performs a variety of office assistance and administrative tasks, serving as a receptionist or cashier as needed. The Building Department Specialist also prepares and maintains detailed and complex records and files, issues permits, collects fees, and prepares reports. Most importantly, this position is devoted to assisting Village residents with efficient service delivery.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an associate's Degree from an accredited institution

Experience: Two years of experience working in a supporting role in an office setting (or sufficient combination of education and experience)

Certifications: Possesses a valid driver's license; annual FOIA training required; may be required to become a notary public upon selection. Open Meetings Act certification required.

PRINCIPAL DUTIES

- Handles deposit transactions
- Advises citizens on permit requirements; issues permits; collects fees; enters data; takes and schedules inspection requests and processes the road bond returns
- Issues motor vehicle sticker and dog tag renewals
- Serves as Community Development Department receptionist; answers telephone; handles Building Division inquiries and relays messages as needed
- Serves as point of contact for all Building Department FOIA requests
- Processes building permits and monitors permit application process to ensure a timely and efficient review for applicants

- Assists with the training of MSI, ActiveNet, and Laserfiche software
- Gathers a variety of data concerning office activities; prepares complex and comprehensive reports on office activities and programs as required
- Establishes and maintains office filing system; ensures accuracy and integrity of office files
- Assists with Village mailing system
- Assists Village Clerk with annual disposal of records
- Organizes annual Holiday luncheon
- Issues Certificates of Occupancy (COs)
- Tracks expiring permits
- Performs other duties as assigned

SKILLS, ABILITIES, AND EXPERIENCE

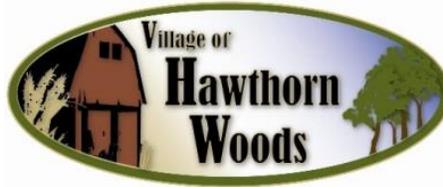
- Experience working in a governmental building department or similar field
- Possesses high levels of communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction
- Knowledge of state statutes and Village codes and procedures
- Experience working on financial matters
- Ability to effectively communicate in both oral and written forms
- Skill in the use of computer hardware and applicable computer software, such as Microsoft Office, Harris/MSI, Laserfiche, and electronic mail systems
- Thorough knowledge of standard office practices, procedures, equipment, and office assistance techniques
- Ability to establish and maintain effective working relationships with associates and the general public

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Primarily sedentary office environment

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; occasional light lifting up to 20 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing



FINANCE SPECIALIST

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 5

Reports to: Chief Financial Officer/Human Resources Director

BASIC FUNCTIONS

The Finance Specialist performs highly skilled clerical work related to the Village's financial matters. This position provides primary accounting, office assistance and administrative support in a variety of tasks. The main responsibilities include payroll, accounts receivable, accounts payable, Activenet (recreation software) maintenance, draw down deposit accounting, journal entries, bank reconciliations and processing and compilation of the annual budget.

MINIMUM QUALIFICATIONS

Education: High School diploma required; preferred candidate possesses an Associate's Degree in accounting, finance, public administration, business, or related field from an accredited institution

Experience: Two to four years of experience working in a supporting administrative position (or sufficient combination of education and experience)

Certification: Possesses a valid driver's license

PRINCIPAL DUTIES

- Conducts payroll activities on a bi-weekly basis, including accounts payable and receivable
- Gathers a variety of data concerning financial activities; prepares data for records and reports
- Prepares accounts receivable statements
- Processes accounts payable on a monthly basis
- Updates and balances draw down deposit reconciliations on a monthly basis
- Prepares and records journal entries on a monthly basis
- Prepares bank reconciliations for all Village bank accounts on a monthly basis
- Works closely with CFO to compose Village's annual budget
- Prepares complex and comprehensive reports on office activities and programs as required

- Uses ActiveNet software to keep track of deposits, processes registrations and maintains recreation activities and programs
- Speaks regularly with vendors about payment issues
- Handles a variety of confidential matters regarding financial issues
- Answers telephone and relays messages to CFO
- Organize and maintain Finance and Human Resources filing system
- Performs other duties as assigned, including management of Aquatic Center seasonal office staff during summer

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of and experience with payroll policies and procedures
- Ability to perform quantitative data assessment and analysis
- Ability to operate a variety of standard office computer equipment, including proficiency in Microsoft Office, Harris/MSI and ActiveNet software programs
- Thorough knowledge of standard office practices, procedures, and office assistance techniques
- Possesses high levels of written and oral communication with supervisor, employees, vendors and the public
- Ability to successfully complete multiple projects simultaneously
- Ability to manage a schedule and meet deadlines
- Ability to establish and maintain effective working relationships with associates and the general public
- Possess a high level of organizational skills with attention to detail

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Primarily sedentary office environment

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; occasional light lifting up to 20 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing

Vision: Visual acuity to perform computer related office tasks

Miscellaneous: Must be willing to occasionally perform tasks and duties outside of designated position



MAINTENANCE SPECIALIST II OF FACILITIES

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 5

Reports to: Crew Leader - Facilities

BASIC FUNCTIONS

The Facilities Specialist performs a variety of skilled maintenance and custodial tasks in keeping assigned buildings, facilities, and grounds in an orderly, sanitary, and safe condition. In addition, this position ensures the effective operation of all related systems and equipment. The Facilities Specialist verifies code compliance of all Village buildings and electrical and plumbing units. This position works frequently with other employees to maintain the effectiveness of Village services, including seasonal demands such as aquatic center maintenance and storm clean up. Although the Facilities Specialist reports to the Crew Leader – Facilities, the ideal candidate for this position should be self-motivated and able to work with minimal supervision and guidance.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an Associate's Degree from an accredited institution

Experience: Five years of experience in building maintenance or related field (or sufficient combination of education and experience)

Certifications: Possesses a valid Class B commercial driver's license; CPO (Certified Pool Operator) certification

PRINCIPAL DUTIES

- Performs troubleshooting and minor repairs of electrical wiring, plumbing, mechanical and irrigation sprinkler systems, often utilizing blueprints, and/or maintenance and repair manuals
- Performs carpentry work utilizing hand and power tools correctly and safely
- Performs painting and carpet laying and repairs tasks utilizing proper preparation and methods of application
- Performs water chemical treatments for HVAC and water conditioning systems

- Performs routine janitorial work including care of floors, walls, windows, furniture, toilet room fixtures, and waste disposal. Replaces sanitary supplies and light bulbs as required.
- Inspects facilities for security, safety, or needed repairs and takes appropriate action
- Maintains supplies and communicates with vendors to prepare purchase order for additional supplies as needed
- May supervise seasonal and/or part-time employees performing maintenance work
- Responds on off-duty hours for emergencies
- Participates in Village snow removal program
- Follows all safety rules and procedures established for work area
- Performs related duties and responsibilities as required

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of carpentry, plumbing, mechanical, electrical wiring, painting, carpet and linoleum laying and repair, irrigation sprinkler systems, and related tools and equipment
- Knowledge of occupational hazards and standard safety precautions
- Ability to perform heavy manual labor
- Ability to ensure adherence to safe work practices and procedures
- Ability to understand and follow oral and written instructions
- Ability to communicate clearly and concisely, both orally and in writing
- Knowledge of computer software, particularly Microsoft Office
- Ability to establish and maintain effective working relationships with vendors, employees, and Village residents
- Working knowledge of HVAC systems, domestic boiler and heating boiler systems and energy saving devices
- Knowledge of custodial practices and procedures
- Knowledge of safe working procedures
- Ability to read and understand blue prints, schematics, specifications (structural, mechanical, electrical, plumbing, and fire systems), and maintenance repair manuals
- Ability to operate hand and power tools and equipment used in performing assigned duties
- Ability to physically perform assigned duties
- Ability to prioritize and organize work assignments and carry out work independently

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate or light lifting; walking, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance)



MAINTENANCE SPECIALIST II OF PARKS

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 5

Reports to: Crew Leader - Parks

BASIC FUNCTIONS

Reporting to the Crew Leader - Parks, the Parks Specialist performs a variety of skilled maintenance and custodial tasks in keeping assigned Village parks, sports fields and grounds in orderly, clean, sanitary, and safe conditions. An ideal candidate must be able to perform tasks associated with seasonal demands, not only in parks but in all aspects of Public Works. As the Parks Specialist, this employee is charged with maintaining the superior condition of Village parks and fields for the benefit of residents' recreational use and organized team sports. Although the Parks Specialist reports to the Crew Leader – Parks, the ideal candidate for this position should be self-motivated and able to work with minimal supervision and guidance.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an Associate's Degree from an accredited institution

Experience: Five years of experience in parks maintenance, horticulture, or related field (or sufficient combination of education and experience)

Certifications: Possesses a valid Class B commercial driver's license; preferred candidate will have additional training and certification (e.g. first aid and CPR, turf application, etc.); pesticide applicator/operator license; and CPSI (Certified Playground Safety Inspector)

PRINCIPAL DUTIES

- Maintains all planting areas including turf, flower beds, shrub areas, and gardens in all parks and islands on a regular basis; conduct annual planting of areas (bulbs, perennials and annuals) along with trimming and clean out of spent growth
- Completes regular inspections and maintenance of all parks, fields, playgrounds and Village grounds for security, safety or needed repairs/maintenance and takes appropriate action

- Applies fertilizers, pesticides, herbicides and other types of chemicals to control hazardous insects, weeds and unwanted plants according to park maintenance plan
- Maintains equipment as required: i.e., lawn mowers, weed eater, etc.
- Operates equipment using proper safety equipment and procedures
- Mowing of all parks, sports fields and Village property and grounds.
- Directs and supervises temporary Public Works employees
- Prepares Village grounds for special events, such as Fourth of July, Bike Rodeo and Fall festivals
- Participates in Village snow removal program
- Performs related duties and responsibilities as required

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of occupational hazards and standard safety precautions
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Knowledge of safe working procedures
- Ability to operate hand and power tools and equipment used in performing assigned duties
- Ability to prioritize and organize work assignments and carry out work independently

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate or light lifting; walking, standing, climbing or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance)



MAINTENANCE SPECIALIST OF STREETS II

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 5

Reports to: Crew Leader – Streets and Drainage

BASIC FUNCTIONS

The Maintenance Specialist of Streets II works to perform a variety of duties in the maintenance, repair, and reconstruction of village streets. These tasks may include but are not limited to the maintenance of streets, curbs, street signs, lighting, and sanitary and storm drainage systems. This position works directly with other Public Works employees to preserve the Village infrastructure. In addition, duties involve frequent collaboration with Village residents and vendors. Although the Streets Specialist reports to the Crew Leader – Streets and Drainage, the ideal candidate for this position should be self-motivated and able to work with minimal supervision and guidance.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an Associate's Degree from an accredited institution

Experience: Five years of maintenance or construction experience (or sufficient combination of education and experience)

Certification: Possesses a valid Class B commercial driver's license

PRINCIPAL DUTIES

- Performs various street maintenance functions: overlays streets, patches potholes, rolls and finishes asphalt and applies emulsion; operates street sweeper to remove debris; performs general road side maintenance
- Maintains and installs various traffic control devices including guard rails, signs, pavement markings and traffic signals; ensures adherence to established rules and regulations
- Sets up traffic control devices and performs flagging functions in work zones; ensures a safe working environment according to established safety guidelines

- Maintains street lighting systems; removes and replaces bulbs; installs light poles; bases
- Performs maintenance and construction on Village storm drainage systems; installs catch basins and manholes; repairs and installs pipes; operates a sewer cleaner to clear sewer lines
- Removes, repairs, replaces or installs street signs; cleans and maintains existing signs; trims vegetation that presents safety hazards
- Performs snow removal operations during winter
- Operates equipment using proper safety equipment and procedures
- Performs related duties and responsibilities as required
- Provides courteous customer service; responds to questions and inquiries from the general public regarding various maintenance projects; resolves customer problems or complaints

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of basic principles and procedures used in the maintenance or construction of village streets and sanitary and storm drainage systems
- Knowledge of occupational hazards and standard safety precautions
- Knowledge of safe principles and practices of traffic control and flagging, including layout of traffic control
- Knowledge of pertinent federal, state, and local laws, codes and regulations
- Ability to operate a variety of equipment and machinery for use in maintenance and construction
- Ability to maintain and install various traffic control devices and street lighting systems
- Ability to learn to safely and accurately perform chemical application functions for snow removal
- Ability to ensure adherence to safe work practices and procedures
- Ability to communicate clearly and concisely, both orally and in writing

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate or light lifting; walking, standing, climbing, or sitting for prolonged periods of time; operating heavy construction and motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance)



MANAGEMENT ANALYST/PUBLIC INFORMATION SPECIALIST

Classification: Full-Time

FLSA Status: Exempt

Career Band: 5

Reports to: Chief Operating Officer

BASIC FUNCTIONS

The Management Analyst/Public Information Specialist is responsible for a variety of special projects and assignments across Village departments. This position performs complex management analysis and prepares research reports for review and action by staff, Village Committees and the Village Board. Additional responsibilities include the collection of fees and issuance of Village stickers and licenses. The Management Analyst/Public Information Specialist provides Village communications through maintenance of the Village website, creation of press releases, internal and external newsletters and e-blast system on a regular basis. This position also posts and notices all Village meetings in accordance with the Open Meetings Act. The Management Analyst is responsible for production, distribution, and analysis of Village surveys and grant preparation.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree required; preferred candidate also possesses Master's Degree in public administration, business administration, or related field, from an accredited institution

Experience: Two to five years of experience in public relations, marketing, communications, public administration, government management, grant writing/research or a similar field (or sufficient combination of education and experience)

Certification: Possesses a valid driver's license; FOIA Officer (Freedom of Information Act); Open Meetings Act Certified

PRINCIPAL DUTIES

- Posts all meeting agendas and minutes as requested
- Coordinates production of Village bi-monthly newsletter
- Creates and schedules weekly e-blasts
- Updates and maintains Village website
- Performs special projects as assigned by department heads (e.g. grant distribution)

- Produces and administers Village surveys
- Processes Village vehicle stickers and dog tag licenses
- Writes monthly employee Wellness Committee newsletter
- Researches laws and other regulatory requirements concerning governmental operations
- Researches and submit applications for grant opportunities and prospective awards
- Performs administrative duties by promptly responding to FOIA requests
- Provides event coordination assistance for Village special events
- Corresponds daily via telephone and in person with Village residents and vendors
- Works closely with Village administration to ensure constituent satisfaction
- Assists with constituent services at the front desk

SKILLS, ABILITIES, AND EXPERIENCE

- Skill in the use of computer hardware and applicable computer software, including Microsoft Office and Adobe Creative Suite
- Experience with survey design and distribution
- Ability to perform detailed statistical and data analysis
- Experience with website and graphic design
- Knowledge of federal, state, and local laws as they pertain to public administration issues
- Possesses high levels of written and oral communication skills as applied to interaction with coworkers, supervisors, the general public, etc.

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Primarily sedentary office environment

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; occasional light lifting up to 20 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing

Miscellaneous: Must be willing to occasionally perform tasks and duties outside of designated position



MECHANIC

Classification: Part-Time

FLSA Status: Non-Exempt

Career Band: 5

Reports to: Crew Leader - Fleet

BASIC FUNCTIONS

The Mechanic performs general vehicle and equipment maintenance for all Village departments. Maintenance includes police and Village automobiles, in addition to general grounds equipment (e.g. snow plows, lawn mowers, generators, etc.). This position works frequently with other employees to ensure successful operation of the Department of Public Works.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent

Experience: Knowledge of mechanical maintenance required (or sufficient combination of education and experience)

Certifications: Possesses a valid Class B commercial driver's license

PRINCIPAL DUTIES

- Performs general vehicle and equipment maintenance for all police and Village automobiles, in addition to general grounds equipment (e.g. snow plows, lawn mowers, generators, etc.)
- Works frequently with other employees to ensure successful operation of the Public Works Department
- Performs snow removal operations during winter
- Performs special projects as assigned

SKILLS, ABILITIES, AND EXPERIENCE

- Ability to get along with others and work as a member of a Team
- Knowledge of vehicle maintenance, particularly related to police cars, Village trucks/cars, and snow plows
- Ability to identify work hazards and practice general safety procedures

- Ability to interact with the public in an effective, customer-friendly manner.
- Ability to communicate information effectively
- Ability to understand and follow oral and written instructions
- Ability to work independently without direct supervision in the field
- Ability to safely operate light-duty trucks, hand mowers and a variety of hand tools used in Village maintenance
- Ability to lift up to 50 pounds and perform a variety of physical tasks and heavy labor

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate, or light lifting; walking, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal)



ADMINISTRATIVE ASSISTANT

Classification: Full-Time

FLSA Status: Exempt

Career Band: 6

Reports to: Director of Public Works/Village Engineer

BASIC FUNCTIONS

The Administrative Assistant performs highly skilled clerical work, including a variety of office assistance and administrative tasks in various departments. This position serves as a receptionist for department directors, in addition to preparing and maintaining detailed, complex, confidential records and files.

MINIMUM QUALIFICATIONS

Education: Associates Degree from an accredited university required, preferably in English, communications, public administration, or a related field, from an accredited institution, or equivalent work experience

Experience: Two years of experience working in a supporting administrative role (or sufficient combination of education and experience)

Certification: Possesses a valid driver's license

PRINCIPAL DUTIES

- Serves as office receptionist; answers telephone and relays messages
- Maintains appointment calendar, schedules appointments, and responds to invitations
- Composes correspondence and agenda materials
- Researches a variety of data and prepares reports
- Establishes, maintains, and ensures integrity of office filing system
- Attends development and committee meetings and prepares minutes
- Orders office supplies and maintain office supply inventory
- Codes invoices for approval by Department Director
- Handles a variety of confidential matters regarding office issues or personnel
- Performs other duties as assigned

SKILLS, ABILITIES, AND EXPERIENCE

- Thorough knowledge of standard office practices, procedures, equipment, and office assistance techniques
- Possesses high levels of oral and written communication skills when working with employees, vendors and the public
- Ability to establish and maintain effective working relationships with co-workers, consultants, vendors, and the general public.
- Ability to type accurately at a reasonable rate of speed
- Ability to operate a variety of standard office computer equipment Microsoft Office Suite, Harris/MSI, Laserfiche and Activenet and electronic mail systems
- Ability to successfully complete multiple tasks simultaneously
- Ability to self-manage and take initiative without close supervision

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Primarily sedentary office environment

Mobility: Walking, standing, climbing, or sitting for prolonged periods of time; occasional light lifting up to 20 pounds; must be able to perform basic physical tasks as associated with clerical demands, such as typing and filing

Vision: Visual acuity to perform office functions and operate office equipment

Miscellaneous: Must be willing to occasionally perform tasks and duties outside of designated position



MAINTENANCE SPECIALIST I OF FACILITIES

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 6

Reports to: Crew Leader - Facilities

BASIC FUNCTIONS

The Facilities Specialist performs a variety of skilled maintenance and custodial tasks in keeping assigned buildings, facilities, and grounds in an orderly, sanitary, and safe condition. In addition, this position ensures the effective operation of all related systems and equipment. The Facilities Specialist verifies code compliance of all Village buildings and electrical and plumbing units. This position works frequently with other employees to maintain the effectiveness of Village services, including seasonal demands such as aquatic center maintenance and storm clean up.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an Associate's Degree from an accredited institution

Experience: Two to five years of experience in building maintenance or related field (or sufficient combination of education and experience)

Certifications: Possesses a valid Class B commercial driver's license; CPO (Certified Pool Operator) certification

PRINCIPAL DUTIES

- Performs troubleshooting and minor repairs of electrical wiring, plumbing, mechanical and irrigation sprinkler systems, often utilizing blueprints, and/or maintenance and repair manuals
- Performs carpentry work utilizing hand and power tools correctly and safely
- Performs painting and carpet laying and repairs tasks utilizing proper preparation and methods of application
- Performs water chemical treatments for HVAC and water conditioning systems
- Performs routine janitorial work including care of floors, walls, windows, furniture, toilet room fixtures, and waste disposal. Replaces sanitary supplies and light bulbs as required.

- Inspects facilities for security, safety, or needed repairs and takes appropriate action
- Maintains supplies and communicates with vendors to prepare purchase order for additional supplies as needed
- May supervise seasonal and/or part-time employees performing maintenance work
- Responds on off-duty hours for emergencies
- Participates in Village snow removal program
- Follows all safety rules and procedures established for work area
- Performs related duties and responsibilities as required

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of carpentry, plumbing, mechanical, electrical wiring, painting, carpet and linoleum laying and repair, irrigation sprinkler systems, and related tools and equipment
- Knowledge of occupational hazards and standard safety precautions
- Ability to perform heavy manual labor
- Ability to ensure adherence to safe work practices and procedures
- Ability to understand and follow oral and written instructions
- Ability to communicate clearly and concisely, both orally and in writing
- Knowledge of computer software, particularly Microsoft Office
- Ability to establish and maintain effective working relationships with vendors, employees, and Village residents
- Working knowledge of HVAC systems, domestic boiler and heating boiler systems and energy saving devices
- Knowledge of custodial practices and procedures
- Knowledge of safe working procedures
- Ability to read and understand blue prints, schematics, specifications (structural, mechanical, electrical, plumbing, and fire systems), and maintenance repair manuals
- Ability to operate hand and power tools and equipment used in performing assigned duties
- Ability to physically perform assigned duties
- Ability to prioritize and organize work assignments and carry out work independently

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate or light lifting; walking, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance)



MAINTENANCE SPECIALIST I OF PARKS

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 6

Reports to: Crew Leader - Parks

BASIC FUNCTIONS

Reporting to the Crew Leader - Parks, the Parks Specialist performs a variety of skilled maintenance and custodial tasks in keeping assigned Village parks, sports fields and grounds in orderly, clean, sanitary, and safe conditions. An ideal candidate must be able to perform tasks associated with seasonal demands, not only in parks but in all aspects of Public Works. As the Parks Specialist, this employee is charged with maintaining the superior condition of Village parks and fields for the benefit of residents' recreational use and organized team sports.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an Associate's Degree from an accredited institution

Experience: Two to five years of experience in parks maintenance, horticulture, or related field (or sufficient combination of education and experience)

Certifications: Possesses a valid Class B commercial driver's license; preferred candidate will have additional training and certification (e.g. first aid and CPR, turf application, etc.); pesticide applicator/operator license; and CPSI (Certified Playground Safety Inspector)

PRINCIPAL DUTIES

- Maintains all planting areas including turf, flower beds, shrub areas, and gardens in all parks and islands on a regular basis; conduct annual planting of areas (bulbs, perennials and annuals) along with trimming and clean out of spent growth
- Completes regular inspections and maintenance of all parks, fields, playgrounds and Village grounds for security, safety or needed repairs/maintenance and takes appropriate action
- Applies fertilizers, pesticides, herbicides and other types of chemicals to control hazardous insects, weeds and unwanted plants according to park maintenance plan

- Maintains equipment as required: i.e., lawn mowers, weed eater, etc.
- Operates equipment using proper safety equipment and procedures
- Mowing of all parks, sports fields and Village property and grounds.
- Directs and supervises temporary Public Works employees
- Prepares Village grounds for special events, such as Fourth of July, Bike Rodeo and Fall festivals
- Participates in Village snow removal program
- Performs related duties and responsibilities as required

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of occupational hazards and standard safety precautions
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Knowledge of safe working procedures
- Ability to operate hand and power tools and equipment used in performing assigned duties
- Ability to prioritize and organize work assignments and carry out work independently

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate or light lifting; walking, standing, climbing or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance)



MAINTENANCE SPECIALIST I OF STREETS

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 6

Reports to: Crew Leader – Streets and Drainage

BASIC FUNCTIONS

The Maintenance Specialist of Streets I works to perform a variety of duties in the maintenance, repair, and reconstruction of village streets. These tasks may include but are not limited to the maintenance of streets, curbs, street signs, lighting, and sanitary and storm drainage systems. This position works directly with other Public Works employees to preserve the Village infrastructure.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an Associate's Degree from an accredited institution

Experience: Two to five years of maintenance or construction experience (or sufficient combination of education and experience)

Certification: Possesses a valid Class B commercial driver's license

PRINCIPAL DUTIES

- Performs various street maintenance functions: overlays streets, patches potholes, rolls and finishes asphalt and applies emulsion; operates street sweeper to remove debris; performs general road side maintenance
- Maintains and installs various traffic control devices including guard rails, signs, pavement markings and traffic signals; ensures adherence to established rules and regulations
- Sets up traffic control devices and performs flagging functions in work zones; ensures a safe working environment according to established safety guidelines
- Maintains street lighting systems; removes and replaces bulbs; installs light poles; bases

- Performs maintenance and construction on Village storm drainage systems; installs catch basins and manholes; repairs and installs pipes; operates a sewer cleaner to clear sewer lines
- Removes, repairs, replaces or installs street signs; cleans and maintains existing signs; trims vegetation that presents safety hazards
- Performs snow removal operations during winter
- Operates equipment using proper safety equipment and procedures
- Performs related duties and responsibilities as required
- Provides courteous customer service; responds to questions and inquiries from the general public regarding various maintenance projects; resolves customer problems or complaints

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of basic principles and procedures used in the maintenance or construction of village streets and sanitary and storm drainage systems
- Knowledge of occupational hazards and standard safety precautions
- Knowledge of safe principles and practices of traffic control and flagging, including layout of traffic control
- Knowledge of pertinent federal, state, and local laws, codes and regulations
- Ability to operate a variety of equipment and machinery for use in maintenance and construction
- Ability to maintain and install various traffic control devices and street lighting systems
- Ability to learn to safely and accurately perform chemical application functions for snow removal
- Ability to ensure adherence to safe work practices and procedures
- Ability to communicate clearly and concisely, both orally and in writing

PHYSICAL AND MENTAL REQUIREMENTS

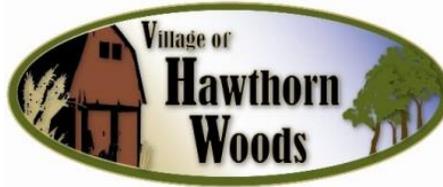
The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate or light lifting; walking, standing, climbing, or sitting for prolonged periods of time; operating heavy construction and motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance)



APPRENTICE - FACILITIES

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 7

Reports to: Crew Leader - Facilities

BASIC FUNCTIONS

The Facilities Apprentice performs a variety of skilled maintenance and custodial tasks in keeping assigned buildings, facilities, and grounds in an orderly, sanitary, and safe condition. In addition, this position ensures the effective operation of all related systems and equipment. The Facilities Specialist verifies code compliance of all Village buildings and electrical and plumbing units. This position works frequently with other employees to maintain the effectiveness of Village services, including seasonal demands such as aquatic center maintenance and storm clean up.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an Associate's Degree from an accredited institution

Experience: None – the apprentice position is an entry level position

Certification: Valid Class B commercial driver's license must be obtained within the first year of employment

PRINCIPAL DUTIES

- Performs troubleshooting and minor repairs of electrical wiring, plumbing, mechanical and irrigation sprinkler systems, often utilizing blueprints, and/or maintenance and repair manuals
- Performs carpentry work utilizing hand and power tools correctly and safely
- Performs painting and carpet laying and repairs tasks utilizing proper preparation and methods of application
- Performs water chemical treatments for HVAC and water conditioning systems
- Performs routine janitorial work including care of floors, walls, windows, furniture, toilet room fixtures, and waste disposal. Replaces sanitary supplies and light bulbs as required.

- Inspects facilities for security, safety, or needed repairs and takes appropriate action
- Maintains supplies and communicates with vendors to prepare purchase order for additional supplies as needed
- Participates in Village snow removal program
- Follows all safety rules and procedures established for work area
- Performs related duties and responsibilities as required

SKILLS, ABILITIES, AND EXPERIENCE

- Ability to learn carpentry, plumbing, mechanical, electrical wiring, painting, carpet and linoleum laying and repair, irrigation sprinkler systems, and related tools and equipment
- Ability to learn occupational hazards and standard safety precautions
- Ability to perform heavy manual labor
- Ability to ensure adherence to safe work practices and procedures
- Ability to understand and follow oral and written instructions
- Ability to communicate clearly and concisely, both orally and in writing
- Knowledge of computer software, particularly Microsoft Office
- Ability to establish and maintain effective working relationships with vendors, employees, and Village residents
- Ability to learn HVAC systems, domestic boiler and heating boiler systems and energy saving devices
- Ability to learn custodial practices and procedures
- Ability to learn safe working procedures
- Ability to learn to read and understand blue prints, schematics, specifications (structural, mechanical, electrical, plumbing, and fire systems), and maintenance repair manuals
- Ability to learn to operate hand and power tools and equipment used in performing assigned duties
- Ability to physically perform assigned duties
- Ability to prioritize and organize work assignments

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate or light lifting; walking, standing, climbing, or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance)



APPRENTICE - PARKS

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 7

Reports to: Crew Leader - Parks

BASIC FUNCTIONS

Reporting to the Crew Leader - Parks, the Apprentice - Parks performs a variety of skilled maintenance and custodial tasks in keeping assigned Village parks, sports fields and grounds in orderly, clean, sanitary, and safe conditions. An ideal candidate must be able to perform tasks associated with seasonal demands, not only in parks but in all aspects of Public Works. As the Parks Specialist, this employee is charged with maintaining the superior condition of Village parks and fields for the benefit of residents' recreational use and organized team sports.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an Associate's Degree from an accredited institution

Experience: None – the apprentice position is an entry level position

Certifications: Valid Class B commercial driver's license must be obtained within the first year of employment

PRINCIPAL DUTIES

- Maintains all planting areas including turf, flower beds, shrub areas, and gardens in all parks and islands on a regular basis; conduct annual planting of areas (bulbs, perennials and annuals) along with trimming and clean out of spent growth
- Completes maintenance of all parks, fields, playgrounds and Village grounds for security, safety or needed repairs/maintenance and takes appropriate action
- Maintains equipment as required: i.e., lawn mowers, weed eater, etc.
- Operates equipment using proper safety equipment and procedures
- Mowing of all parks, sports fields and Village property and grounds.
- Prepares Village grounds for special events, such as Fourth of July, Bike Rodeo and Fall festivals

- Participates in Village snow removal program
- Performs related duties and responsibilities as required

SKILLS, ABILITIES, AND EXPERIENCE

- Ability to learn occupational hazards and standard safety precautions
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to learn safe working procedures
- Ability to learn how to operate hand and power tools and equipment used in performing assigned duties
- Ability to learn to prioritize and organize work assignments
-

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, potentially hazardous chemicals

Mobility: Heavy, moderate or light lifting; walking, standing, climbing or sitting for prolonged periods of time; operating motorized equipment and vehicles; performing heavy manual labor

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance)



APPRENTICE - STREETS

Classification: Full-Time

FLSA Status: Non-Exempt

Career Band: 7

Reports to: Crew Leader – Streets and Drainage

BASIC FUNCTIONS

The Apprentice - Streets works to perform a variety of duties in the maintenance, repair, and reconstruction of village streets. These tasks may include but are not limited to the maintenance of streets, curbs, street signs, lighting, and sanitary and storm drainage systems. This position works directly with other Public Works employees to preserve the Village infrastructure.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate possesses an Associate's Degree from an accredited institution

Experience: None – the apprentice position is an entry level position

Certification: Valid Class B commercial driver's license must be obtained within the first year of employment

PRINCIPAL DUTIES

- Performs various street maintenance functions: overlays streets, patches potholes, rolls and finishes asphalt and applies emulsion; operates street sweeper to remove debris; performs general road side maintenance
- Maintains and installs various traffic control devices including guard rails, signs, pavement markings and traffic signals; ensures adherence to established rules and regulations
- Sets up traffic control devices and performs flagging functions in work zones; ensures a safe working environment according to established safety guidelines
- Maintains street lighting systems; removes and replaces bulbs; installs light poles; bases
- Performs maintenance and construction on Village storm drainage systems; installs catch basins and manholes; repairs and installs pipes; operates a sewer cleaner to clear sewer lines

- Removes, repairs, replaces or installs street signs; cleans and maintains existing signs; trims vegetation that presents safety hazards
- Performs snow removal operations during winter
- Operates equipment using proper safety equipment and procedures
- Performs related duties and responsibilities as required
- Provides courteous customer service; responds to questions and inquiries from the general public regarding various maintenance projects; resolves customer problems or complaints

SKILLS, ABILITIES, AND EXPERIENCE

- Ability to learn basic principles and procedures used in the maintenance or construction of village streets and sanitary and storm drainage systems
- Ability to learn occupational hazards and standard safety precautions
- Ability to learn safe principles and practices of traffic control and flagging, including layout of traffic control
- Ability to learn of pertinent federal, state, and local laws, codes and regulations
- Ability to learn to operate a variety of equipment and machinery for use in maintenance and construction
- Ability to learn to maintain and install various traffic control devices and street lighting systems
- Ability to learn to safely and accurately perform chemical application functions for snow removal
- Ability to ensure adherence to safe work practices and procedures
- Ability to communicate clearly and concisely, both orally and in writing

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

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Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call seven days a week in case of Village emergencies and seasonal demands (e.g. snow removal and lawn maintenance)

EMPLOYEE BENEFITS

Village of Hawthorn Woods
Public Sector Benefits Comparable

Village of Hawthorn Woods
Public Sector Benefits Comparable

Benefit	Hawthorn Woods	Bannockburn	Buffalo Grove	Deerfield	Kildeer	Lake Zurich	Libertyville	Lincolnshire	Long Grove	Mundelein	Northfield
PTO Days-Maximum	30	N/A	N/A	N/A	N/A	N/A	N/A	8	N/A	N/A	N/A
Annual Vacation Days-Maximum	N/A	30	25	25	15	25	25	25	0	25	23
Annual Sick Days	N/A	12	10	12	10	12	12	12	12	12	12
PPO Plan Individual Deductible	\$3,500	\$3,250	\$300	\$500	\$250	\$250	\$300	\$500	N/A	\$500	\$500
PPO Plan Family Deductible	\$10,200	\$9,750	\$900	\$1,000	\$750	\$500	\$900	\$1,500	N/A	\$1,500	\$1,500
Monthly Premium Paid by Employee-Single	\$56.36	N/A	\$95.00	\$82.07	N/A	\$137.74	\$83.68	\$465.36	N/A	\$0	N/A
Monthly Premium Paid by Employee-Family	\$433.54	N/A	\$339.14	\$247.53	N/A	\$398.64	\$241.88	\$1,004.64	N/A	\$248.40	N/A
% of Premium Paid by Employee/Village-Single	10%/90%	N/A	15%/85%	10%/90%	N/A	20%/80%	12%/88%	7%/93%	N/A	0%/100%	N/A
% of Premium Paid by Employee/Village-Family	25%/75%	N/A	15%/85%	11%/89%	N/A	20%/80%	12%/88%	7%/93%	N/A	13%/87%	N/A
High Deductible-PPO Plan Individual Deductible	\$2,500	N/A	N/A	\$1,000	\$2,600	\$2,600	N/A	N/A	\$2,600	\$1,500	\$1,500
High Deductible-PPO Plan Family Deductible	\$5,000	N/A	N/A	\$3,000	\$7,800	\$5,000	N/A	N/A	\$6,000	\$3,000	\$3,000
Monthly Premium Paid by Employee-Single	\$53.66	N/A	N/A	\$68.07	N/A	\$0	N/A	N/A	N/A	\$0	N/A
Monthly Premium Paid by Employee-Family	\$412.76	N/A	N/A	\$205.07	N/A	\$0	N/A	N/A	\$1,569.41	\$119.80	N/A
% of Premium Paid by Employee/Village-Single	10%/90%	N/A	N/A	10%/90%	N/A	0%/100%	N/A	N/A	N/A	0%/100%	N/A
% of Premium Paid by Employee/Village-Family	25%/75%	N/A	N/A	11%/89%	N/A	0%/100%	N/A	N/A	N/A	10%/90%	N/A
HMO Monthly Premium Paid by Employee-Single	\$49.46	N/A	\$78.43	\$0	N/A	N/A	\$69.48	N/A	N/A	\$0	N/A
HMO Monthly Premium Paid by Employee-Family	\$380.42	N/A	\$280.01	\$98.57	N/A	N/A	\$203.60	N/A	N/A	\$0	N/A
% of Premium Paid by Employee/Village-Single	10%/90%	N/A	15%/85%	0%/100%	N/A	N/A	12%/88%	N/A	N/A	0%/100%	N/A
% of Premium Paid by Employee/Village-Family	20%/80%	N/A	15%/85%	5%/95%	N/A	N/A	12%/88%	N/A	N/A	0%/100%	N/A
Life Insurance	\$25,000		Employee base salary		100% of salary	\$102/month					\$208/month
Dental Insurance	yes	Two visits per year	yes	yes	yes	yes	yes	yes	no	no	no
% of Premium Paid by Employee/Village-Single	10%/90%	N/A	0%/100%	N/A	0%/100%	100%/0%	12%/88%	0%/100%	N/A	N/A	N/A
% of Premium Paid by Employee/Village-Family	25%/75%	N/A	0%/100%	N/A	10%/90%	100%/0%	12%/88%	0%/100%	N/A	N/A	N/A

COMPARABLE COMMUNITIES

Comparable Communities

Municipalities	Miles from VHW	Estimated Population 2015	Square Miles	Property Tax	FY16 Budget	Personnel FY16 Budget	Percentage of Budget on Personnel
Bannockburn*	10.4	1,571	2.05	\$ 293,000	\$ 4,326,032	\$ 644,347	15%
Buffalo Grove	7.2	41,503	9.3	\$ 15,177,288	\$ 74,908,609	\$ 38,488,294	51%
Deerfield	12.6	18,693	7	\$ 7,102,988	\$ 58,000,976	\$ 16,104,031	27%
Kildeer*	4.6	4,040	4.6	\$ 809,309	\$ 4,350,000	\$ 1,609,500	37%
Lake Zurich*	3.2	20,054	6.77	\$ 6,955,420	\$ 37,583,325	\$ 17,271,966	46%
Libertyville*	9.5	20,436	9.15	\$ 6,493,500	\$ 26,555,183	\$ 19,586,506	74%
Lincolnshire	8.9	7,429	4.6	\$ 1,425,500	\$ 25,743,270	\$ 5,642,950	36%
Long Grove* ^o	4	8,166	18	\$ -	\$ 4,660,104	\$ 639,300	14%
Mundelein*	6.1	31,582	9.96	\$ 11,900,000	\$ 26,000,000	\$ 19,189,770	73%
Northfield*	19.2	5,484	3.21	\$ 4,095,800	\$ 10,346,970	\$ 8,356,300	80%
VHW	0	7,961	7.9	\$ 1,417,058	\$ 6,000,000	\$ 3,780,000	63%

*These villages operate on a fiscal year of May 1- April 30

^oThe Village of Long Grove does not impose property taxes

By definition, comparable communities are other cities, villages and towns which are composed of similar characteristics such as population, economy, size or location. These communities were identified and approved in the Village's 2012 Comprehensive Job Description, Salary and Benefit Analysis.