



550 W. Irving Park Road, Itasca, Illinois 60143-2018
630-773-0835 • Fax 630-773-2505 • www.itasca.com

Chief Administrative Officer/ Village Administrator – Itasca, IL

The Village of Itasca, Illinois is an attractive, vibrant community located 27 miles northwest of downtown Chicago and 6 miles west of O’Hare International Airport. With a resident population of 8,800 and proximity to major expressways and rail transportation, the Village offers an ideal balance of residential, commercial, industrial and open space. The Village received the prestigious ILEAP Accreditation in 2016 for its Police Department. Itasca is also proud of its award winning School District and a Park District which has been recognized as a 2016 National Gold Medal finalist by the National Recreation and Park Association. Itasca’s motto “Committed to Our Future, Inspired by Our Past“, clearly illustrates small town charm and a progressive community which is a vital part of a major metropolitan center. The Village is recognized as a very desirable place to live and work.

With an annual operating budget of \$32 million, the Village government operates a full-time police department, community development department, public works department, a waste water treatment facility and a business office. Department heads report to the Village Administrator, who serves as the Chief Administrative Officer of the Village. The Village Administrator reports directly to the Mayor, who presides over a six member elected Village Board. The Mayor and Village Board are currently conducting a search for a professional Village Administrator. The successful candidate will be responsible for the day-to-day operations of the Village. He or she will work with the Mayor and Village Board collaboratively to set policy, address personnel issues, develop budgets, promote economic development, work with residents and businesses and address problems as they occur. He or she must be capable of guiding and working well with a group of professional and talented department heads and help set and follow a vision for the future. He or she must also work well with other municipal, county, state and federal government agencies, in a collaborative and leadership role.

A bachelor’s degree in government, public administration or a related field is required. A master’s degree is preferred. A minimum of 5 years municipal management or related work experience is required. Salary and benefits are competitive with municipalities of similar size and will also be based upon qualifications and compatibility.

Submit cover letter, resume, job application and 5 professional references to the Village no later than **June 30, 2017**:

Village of Itasca
Attn: Ioana Ardelean, HR Manager
550 W. Irving Park Rd
Itasca, IL 60143
itascahr@itasca.com
Phone: 630-773-0835

Job applications can be found on the Village website at <http://www.itasca.com/jobs.aspx>. Any offer of employment will be conditional upon completion of a background check and pre-employment drug screen.

The Village of Itasca is an Equal Employment Opportunity Employer