

## CITY MANAGER

### CITY OF SYCAMORE, ILLINOIS

The City of Sycamore, population 17,519, located about 60 miles west of Chicago, seeks experienced administrative professionals as candidates to serve as the City's next City Manager.

The City Manager serves as the Chief Administrative Officer for the City Government, accountable to the City Council and responsible for enforcement of all City codes and regulations, the conduct of all financial activities and the efficient and economical performance of the City's operations. Under policy direction from the City Council, the City Manager plans, organizes, and provides administrative direction and oversight for all City activities and functions; provides policy guidance and program evaluation to the City Council and management staff; encourages and facilitates provision of services to City residents and businesses; fosters cooperative working relationships with State and local intergovernmental and regulatory agencies and various private and public groups; pursues appropriate avenues of economic and community development; and performs related work as required. The City Manager exercises direct and general supervision to the entire City organization through subordinate levels of supervision.

Candidates should possess well-developed interpersonal communication skills and be a person of utmost integrity. This is an exempt, full-time management position under the direct supervision of the City Council that requires a normal 40-hour workweek with some evening and weekend obligations. The starting annual compensation is \$125,000-135,000. The City of Sycamore offers a generous benefit package. Residency within the City of Sycamore is required within one year of appointment.

Submit applications by May 1, 2021 to City of Sycamore, Attn: City Manager Search Committee, at 308 West State Street, Sycamore Illinois 60178. The complete application packet is available on-line at [www.cityofsycamore.com](http://www.cityofsycamore.com). For questions or inquiries please call 815-895-6746.

City of Sycamore is committed to equal employment opportunity and employs all qualified persons without regard to race, color, religion, national origin, sex, age, handicap, or any other classification protected by the federal, state or local laws.



## Community Overview

The City of Sycamore is the county seat of DeKalb County and is located in north central Illinois, approximately 60 miles west of the City of Chicago and 30 miles southeast of the City of Rockford. The City encompasses an area of 9.74 square miles and is served by Illinois Routes 23 and 64 which provide easy access to Interstates 88, 39, and 90. Other state highways in close proximity include Illinois Routes 38 and 72.

Sycamore has its origins in a claim established on the north bank of the East Branch of the Kishwaukee River, then called the Sycamore River, in 1835. The present location was surveyed as a village plat in 1836 and a county seat controversy was settled in Sycamore's favor in 1839.

In 1858, Sycamore was incorporated as a village and in 1869 the community was organized as a city. By the early 1880's Sycamore had developed a substantial industrial base including the Marsh Harvester Manufacturing Company, the Reuben Ellwood Manufacturing Company and the Sycamore Preserve Works. Though not extensive, this manufacturing presence helped push the City's population to 3,300 in 1900.

The 2010 census placed the Sycamore population at 17,519.

The community's geographic area has become considerably more diverse in its economic profile in recent decades, owing in no small part to the influence of Northern Illinois University. The geographic, political, and social center of Sycamore in 2014 remains the courthouse, downtown central business district, and nearby historic homes. In no small way, the historic architecture and walkable business district convey a gracious charm that fits the popular image of the ideal small town.

## Municipal Organization

The City of Sycamore is a Council-Manager form of government. This form of government was passed by referendum in 2003. Alderpersons are elected, two in each of the four wards, and the aldermanic elections are held every two years, at which time half of the City Council is elected. The Mayor is elected at large every four years. The City Manager is appointed by the City Council and the City Manager appoints all other employees. Elected officials determine policy, while professional, appointed officials implement policy. Departments include: Administration, Community Development, City Clerk, Fire, Police and Public Works.



## **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **1. General Administration**

- Formulate organizational policies to carry out the wishes of the City Council.
- Recommend to the City Council ordinances and resolutions that may be necessary or in the best interest of the City of Sycamore.
- Prepare reports for Council consideration as needed to review existing policies and their impact.
- Prepare new or revised policies concerning the personnel and facilities of the organization.
- Investigate all public complaints concerning the administration of the City departments.
- Direct and supervise all City departments and offices and represent such departments and offices at City Council meetings.
- Present and represent City policy before other government entities, private organizations, foundations, forums, and community meetings.
- Cooperate with all City boards and commissions and render all staff assistance that may be necessary for the effective performance of their respective duties.

### **2. Financial Administration**

- Serve as Budget Officer and prepare and present an annual budget to the City Council at the end of each fiscal year.
- Prepare the annual property tax levy ordinances.
- Prepare periodic reports to the City Council summarizing the financial condition of the City organization.
- Annually prepare and submit an updated, long-term capital plan.
- Establish and maintain procedures that will ensure that no expenditures are made by the City's departments, boards, or commissions, except as authorized by the budget.
- Ensure that all City financial records are kept in accordance with City ordinances, State and Federal regulations, and generally accepted financial management and accounting principles and practices.
- Serve as the Purchasing Agent for the City, authorizing or delegating the authority to authorize all necessary purchases of equipment, materials, supplies, and professional and contractual services, including authorizing contractual purchases or services approved by the annual budget in the amounts of up to \$20,000, or in excess of that amount, during emergencies posing an immediate threat to public safety and welfare.
- Granting of all licenses except as otherwise provided by the Illinois Revised Statutes and the Sycamore City Code.
- Maintaining current inventories of all City property and equipment as well as the responsibility for its care and custody.

### **3. Personnel Administration**

- Appoint, promote, evaluate, and remove Department Heads and all other City employees, as provided by City ordinance.
- Represent the City Administration during collective bargaining with recognized representatives of the City's employees or delegate such responsibility.
- Insure efficient and professional operations between and within the City departments.
- Act as mediator or arbitrator of disputes involving employee grievances, as provided by collective bargaining agreements.
- Insure timely and courteous communications by City employees to the City Council.

### **4. Public Safety**

- Serve as Chief Law Enforcement Officer of the City and ensure that all laws and ordinances of the City are enforced.
- Supervise the Emergency Service and Disaster Agency program and be responsible for the adoption and maintenance of a City emergency response plan.

### **5. Community Development and Public Relations**

- Promote the broadest community participation in long-term planning.
- Communicate service goals and plans to other governmental bodies.
- Promote community participation in the development of service priorities and cost containment strategies.

### **6. Special Projects**

- Periodically coordinate or respond to special projects as assigned by the City Council.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Advanced knowledge of the principles of governmental organization and municipal government.
- Advanced knowledge of governmental budgeting and financial practices.
- Knowledge of general office equipment and computers, including word processing and spreadsheet functions.
- Superior communication and interpersonal skills.
- Advanced organizational skills regarding time management.
- Ability to handle confidential/sensitive matters in a professional manner.
- Ability to make detailed decisions in accordance with laws, ordinances, regulations, established policies, and procedures.
- Ability to work under pressure and with the public.
- Ability to exercise good judgment, initiative, and closure.
- Ability to understand and follow complex oral and written instructions and present ideas orally and in writing.
- Ability to motivate and supervise staff members.
- Ability to handle sensitive situations with a variety of community actors in a diplomatic and professional manner.

- Demonstrated ability to develop effective working relations based on respect, trust, and confidence.
- Ability to work a forty-hour workweek with extensive overtime, including evenings, weekends, holidays, and odd hours.
- Ability to travel to attend meetings to promote City interests.
- This position requires the use of personal or City vehicles on City business. Individuals must be physically capable to operate the vehicles safely, possess a valid driver's license and have an acceptable driving record.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Education:**

- Master's Degree in Public Administration or related field required.

#### **Experience:**

- Five (5) years in a City or County leadership position with extensive supervisory experience in operations, management, personnel, and finance.

#### **Residency:**

- Must reside in City limits within one-year of appointment.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS**

The physical demands and work environment conditions required are such as to successfully perform the essential job functions as listed above. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **CITY MANAGER HIRING PROCESS**

- The position will remain open until filled.
- Candidates should submit a cover letter, resumé and five professional references.
- First review of applications will occur beginning May 1, 2021.
- Interviews will be conducted beginning the week of May 15<sup>th</sup>.
- The selected candidate will be presented to the City Council in June.