Village of Sauk Village Hiring
Village Administrator

Job Description

The Village Administrator shall be the administrator of the Village and shall be responsible to the President and Board of Trustees for the efficient administration of all affairs of the Village and all departments. The person hired will provide general administrative responsibilities, be responsible for the day to day operations of the Village and supervise activities of assigned personnel.

Requirements include: Preferred five years of experience in management, in or outside of government. A background in local, county or state government is a plus, as is experience dealing with local, county, state government officials. Candidate should be comfortable assisting with and managing human resources, finances, budgets, infrastructure, and community relations.

The successful candidate will possess excellent oral and written communication skills, leadership skills and interpersonal skills to work with the public and the Village Board as well as be able to oversee a staff of full and part-time employees in various departments in the Village. Candidates for the Village Administrator position must possess a commitment to excellence in customer service, fiscal discipline, and transparency in local government. In addition, candidates must have a management and leadership style that reflects collaboration, team building, and a calm, professional demeanor. Experience in economic development, redevelopment, and collective bargaining are very important. Experienced assistant or deputy managers/administrators are also encouraged to apply.

A Bachelor’s degree is preferred, except in the case of a candidate with an extraordinary set of skills and experience. A bachelor’s degree in public administration, business administration, or related field is preferred. A master’s degree in public administration, business administration, or other field is highly valued. Experience can be substituted for degree requirements.

Salary commensurate with the qualifications and experience of the successful candidate. The starting salary range for the position is $70,000 to $90,000 depending on qualifications. The Village will also offer an outstanding fringe benefits package.

Interested candidates should apply before July 15, 2019, inclusive of a cover letter, resume, and contact information of five professional references to:

Village Clerk Marva Campbell-Pruitt
Village of Sauk Village
21801 Torrence Avenue
Sauk Village, Illinois