

Assistant Village Administrator

The Village of Oswego is seeking a collaborative, innovative, results-oriented Assistant Village Administrator. An ideal candidate will have a strong understanding of local government operations, human resources and effective public relations. Experience in intergovernmental cooperation and innovative service delivery is a plus.



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As a key leader of the Village management team, the Assistant Village Administrator manages the Village's Strategic Plan, facilitates shared services opportunities, and regularly collaborates with departments to support their ongoing needs. The Assistant Village Administrator provides oversight for the Village's human resources, community relations and purchasing functions, supervising five full-time employees plus graduate-level intern, and seasonal interns and employees.

The Village has 120 full-time and 18 part-time or seasonal employees. Staffing needs are regularly evaluated to determine how best to meet the service levels required of the community as it continues to grow. The Village has two employee unions. The Village participates in IRMA for risk management and IPBC for employee benefits.



Oswego *at a Glance*

\$69.7 million
*FY24 Budgeted
Expenditures*

120
Full-time employees

35,000
Population

11,455
Total Housing Units

\$107,956
Median Household Income

3.01
Avg. Household Size

Find additional information
and application information
online at
www.oswegoil.org/jobs

The Village's Community Relations department includes three full-time employees that oversee communication, marketing and Village events. The Village owns and operates an event venue, and also hosts two well-established major community events, Christmas Walk and Wine on the Fox. The 2023 events program had a budget of \$280,000.

About the position

The Assistant Village Administrator position offers the opportunity to work with a highly qualified and collaborative management team and staff, focused on maintaining a high quality of life in Oswego and supporting its continued growth. Current key projects within human resources include improving the Village's approach to supporting diversity, equity and inclusion; supporting employee engagement; employee compensation management; evaluation of staffing needs and organizational structure; administering performance management processes; employee recruitment and retention; and preparing for the upcoming expiration of the Village's collective bargaining agreement with MAP.

Within the Community Relations functions, key projects include overseeing the execution of a communication strategy regarding the Village's connection to Lake Michigan and marketing the Village as a place to grow your business. Community Relations also plans a robust events schedule. Goals for the coming year include growing sponsorship opportunities and ongoing evaluation of the overall program.

The next person in this position will also support the Village's transition to a calendar year budget, including managing the transition of the performance evaluation and compensation cycles, collective bargaining agreements and other fiscal year contracts. The Village manages budget, payroll and employee data in the Tyler Munis ERP system.

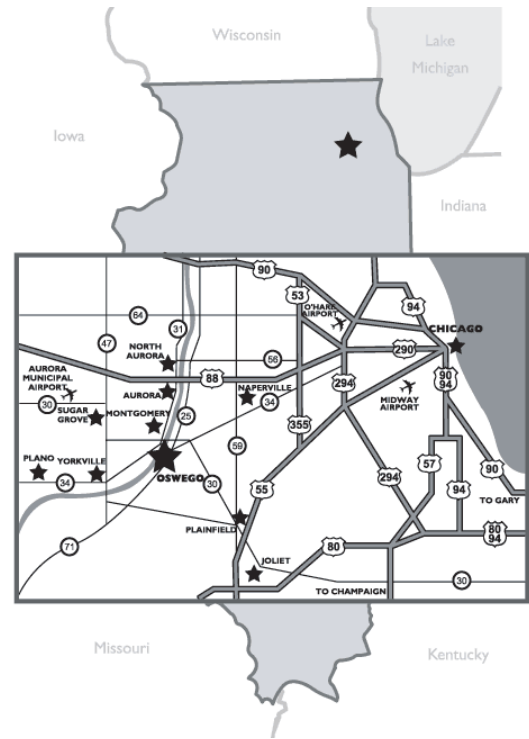


Community Profile

Kendall County has been one of the fastest growing counties in the U.S. in population and job growth. Oswego, the largest community in the county, has played a major role in that growth.

The Village of Oswego is located approximately 40 miles southwest of Chicago in the northeast section of Kendall County at the border of three collar counties: Will, Kane and DuPage. The Village has a small but growing segment in Will County. The Village is located within a short distance to Aurora, Naperville and Joliet, some of the largest municipalities in the metropolitan area outside the City of Chicago.

New residents continue to be drawn to Oswego's high-quality schools and excellent quality of life. Housing starts were sustained throughout the recession with Oswego ranked in the top seven in housing starts in the Chicago Metropolitan Area from 2011 to 2013 and reaching record levels today. Development continues in a variety of single-family and multi-family projects, with five new infill or greenfield subdivisions under construction or anticipated to soon be under construction.



The Municipal Organization

The Village of Oswego operates under the Trustee-Village form of government with an appointed Village Administrator. The Village President and six Trustees are elected at large for four-year overlapping terms and serve as the legislative branch of Village government. The Trustees are responsible for adopting policies affecting Village affairs, approving the Village budget, enacting ordinances and resolutions, and

guiding the Village operations. The Village President is the chief executive officer of the Village and chairs meetings of the Village Board. The Village Administrator acts as the Chief Administrative Officer, managing the day-to-day operations of the Village.



The Assistant Village Administrator is responsible for the oversight and management of human resources, community relations and purchasing. This

position is responsible for development of policies related to the Village's operations, recruitment, collective bargaining, compensation, risk management, community relations strategy and execution, and operation of Village sponsored-events.

An ideal candidate

Oswego's next Assistant Village Administrator will:

- Demonstrate strong leadership skills in personnel management and general government administration
- Value collaboration across departments in order to achieve the Village's goals
- Demonstrate a continuous improvement approach to local government operations, seeking innovative ways to meet the community's needs
- Take a person-centered approach to human resource operations, recognizing the Village's employees are one of its greatest assets
- Be able to manage Village communication strategy, both in conveying important and timely information and in marketing the Village for economic development purposes
- Have a strong understanding of all relevant laws and regulations related to human resource management
- Experience in the Tyler Munis ERP environment is a plus.



Assistant Village Administrator

The Assistant Village Administrator is a key member of the Village's leadership team, providing oversight and professional management of human resources and community relations.

1. Proposes, formulates, creates, researches, and develops public policy in conjunction with the Village Administrator on an as-needed basis.
2. Oversees all aspects of Human Resources, including recruitment, performance management, organizational development, benefits administration, collective bargaining, compensation, risk management and administration of applicable laws and policies. Updates and advises the Board on matters related to human resources.
3. Provides oversight for community relations, including communication strategy and execution, and planning and execution of Village-sponsored events.
4. Facilitates policy innovation across the organization, including through shared service arrangements and administration of intergovernmental agreements.
5. Oversees Village purchasing function, including ensuring compliance with applicable laws and regulations.
6. Assists with the development of the annual budget, including reviewing budget expenditures and requesting revisions to meet operational needs; reviewing budget requests and making decisions on organizing projects to remain within budget; and consulting with financial staff regarding budget matters.

Education and Experience

- Bachelor's Degree in public administration, business, human resources or related field; master's degree strongly preferred.
- Minimum of five years progressively responsible experience in municipal government. Previous supervisor experience preferred.
- Any equivalent combination of education and experience may be considered.

Compensation and Benefits

The Village offers a full range of benefits, including health, dental, 457 plans, flex spending, paid vacation, sick and holiday time. Salary range is \$105,000 to \$157,000 DOQ.

Explore the Opportunity

Submit cover letter, resume and employment application to humanresources@oswegoil.org. More information and the employment application is available online at www.oswegoil.org/jobs. Deadline is 8 a.m. October 23, 2023.

The Village of Oswego is an equal opportunity employer.