



***OUTSTANDING OPPORTUNITY TO
SERVE THE CITIZENS OF
BROOKFIELD, ILLINOIS
AS THEIR NEXT
VILLAGE MANAGER***



Why Choose Brookfield, Illinois

- Ideally located midway between Chicago and Naperville.
- Excellent public transportation system - 3 Metra stations (20 minute ride to Loop).
- Home to world-renowned Brookfield Zoo.
- Many popular annual events which attract people from a wide area.
- Reasonable cost of living.
- Family-friendly community with traditional values combined with a progressive mind set.
- High-performing public schools.
- A safe community.
- Transitioning to a younger community with an average age of thirty-eight (38).
- The current Village President and Village Board is stable, experienced, highly collaborative and work well together.



Brookfield Zoo Metra Stop

The Village of Brookfield

The Village is a predominantly residential, commuter suburb located 13 miles west of downtown Chicago with a historically stable population of approximately 19,000 residents. The Village has a land area of 3.1 square miles and is completely developed. Light to medium industry and retail establishments are located on the Village's major thoroughfares, while a combined freight and commuter rail line bisects the community. In addition to 64 acres of Village parks, Brookfield is also home of the internationally famous Chicago Zoological Society (Brookfield Zoo).

From the Village President, Kit Ketchmark's welcoming letter to new residents, ".....the Village of Brookfield, "The World's Most Visited Village." Yes, it's true! Thanks, in part, to the international fame of our most noted landmark, the Brookfield Zoo (which attracts over 2.2 million visitors annually), our village has received this very special honor."

Brookfield's attributes include its convenient location, just 13 miles from the Chicago Loop, with multiple train stops that provide riders with a less than 30 minute travel time to downtown Chicago; thriving local businesses, award-winning schools, excellent restaurants, and welcoming neighborhoods. Brookfield offers the very best of city and suburban living.

Brookfield is also home to ten superbly maintained park properties, along with several recreational facilities hosting Little League baseball and AYSO soccer. Village parks offer a variety of activities including playground equipment, a splash pad, areas for bocce ball and horseshoe, and courts for volleyball, basketball and tennis. Brookfield's expansive pedestrian and bike paths are among the very best in the area.

The Village supports several Commissions comprised of Brookfield resident volunteers including Beautification, Conservation, Playground & Recreation, Special Events, Planning and Public Safety.

BROOKFIELD DEMOGRAPHIC INFORMATION

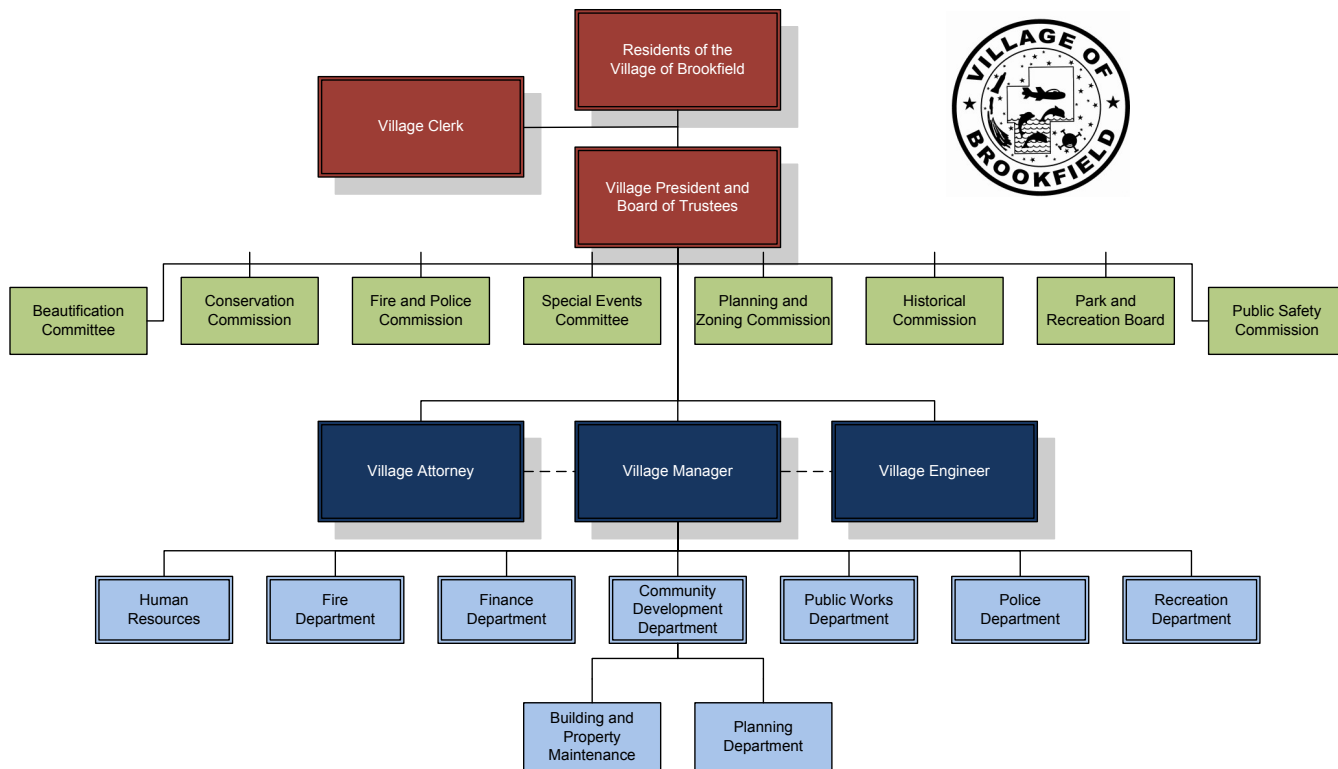
Population	19,023 (2014 census)
Park Areas	64 square miles
Number of Housing Units	7,785
Median Age of Residents	38
Land Area	3.1 square miles
Year of Incorporation	1893
Median Housing Value	\$240,300
Median Household Income	\$72,540

Source: 2010 Census and census.gov



Village of Brookfield, Illinois

Organizational Chart



The Village Government and the Village Manager

The Village was incorporated in 1893 as Grossdale, and was renamed Brookfield in 1905. The Village is organized as a non-home rule municipality with authority and power as established under the Illinois Municipal Code chapter of the Illinois Compiled Statutes. Policy making and legislative authority are vested in the corporate authorities which consist of a Village President (Chief Executive Officer) and a six-member Board of Trustees. The Board is responsible for, among other things, passing ordinances, adopting the annual appropriations ordinance, appointing advisory boards and commissions, and appointing the Village Manager (Chief Administrative Officer).

The Village Manager is responsible for carrying out the policies and ordinances of the Board, for overseeing the day-to-day operations of the Village and for recruiting and selecting staff. The Board is elected at-large to four-year staggered terms with three Trustees elected every two years. The President and Village Clerk are also elected to four year terms.

Brookfield provides a full range of services including police and fire protection; maintenance of streets and other infrastructure; operation of a water and sewer enterprise; com-

munity and economic development, and recreational activities and community events. In addition, the Village is also financially accountable for a legally separate library district.

Brookfield employees 94 FTEs. Most non-exempt Police, Fire and Public Works employees are represented by unions. The total Village budget is approximately \$31M of which approximately \$18M supports Village operations.

Visit www.brookfieldil.gov for more information about the Village of Brookfield.

BROOKFIELD PRESIDENT AND VILLAGE BOARD MEMBERS	
Kit P. Ketchmark	Village President
Brigid Weber	Village Clerk
Nicole Gilhooley	Village Trustee
David P. LeClere	Village Trustee
Michael J. Garvey	Village Trustee
Ed Cote	Village Trustee
Ryan P. Evans	Village Trustee
Michelle D. Ryan	Village Trustee

Issues, Challenges & Opportunities (not prioritized)

- Economic development to increase revenue is an important objective. Although Brookfield is landlocked, several retail, infill and redevelopment projects are either underway or envisioned with a number of TIF districts currently in place.
- Limited available housing - - values are increasing.
- Illinois has strict property tax caps tied to the rise in the Consumer Price Index or 5% whichever is lower.
- The Village is in tight but sound financial condition with a balanced two-year budget.
- Newly adopted Master Plan.
- The Village has adopted a 5-year CIP Plan (dependent on available funding).
- A \$23M voter approved street referendum is underway which is well received and highly successful.
- A \$20M voter approved school referendum is also underway which is also well received and highly successful.
- Currently, the Village Parks and Recreation Director position is vacant and filling it is a priority.
- The Village needs to carefully evaluate the organization from a process improvement prospective to determine what is being done and how well it is being done.
- The Village lacks a formal communication program and needs to provide easier public access to Village information and more proactive dissemination of information. The Village does not make use of social media.

Minimum Village Manager Job Requirements

Education and Experience

Requires a combination of education and experience equivalent to a Bachelor's degree in Public Administration (Masters preferred) and at least 7-years of increasingly responsible local government management experience gained in a community with similar complexity to Brookfield.

The successful candidate will be politically astute, have exceptional interpersonal skills and enjoy community involvement. He or she will clearly possess and apply superior management and leadership abilities.

Desired Areas of Special Expertise

- Staff management and development.
- Economic Development.
- Interpersonal relations.
- Public relations.
- Process improvement.
- Contract negotiations including labor relations.
- Strategic planning.
- Finance and budget.
- Human resource's management.

Interpersonal Characteristics and Personal Qualities desired by the Village President and Board

With the President and Village Board

The Village Board expects transparency from the Village Manager, non-biased and well thought out staff work, professional recommendations with options and for the Manager to implement Board decisions with his/her full support.



- The Village Board expects the Village Manager to be responsive to Board requests in a timely manner.
- The Village Manager is expected to ensure that consistent, even handed and frequent information is provided to the President and all Village Trustees.
- The Village Board expects the Village Manager to fully understand and respects the role distinction between the Village Board and the Village Manager.

With Senior Staff and Employees

- The Village Manager is expected to be accessible.
- The Village Manager will be skilled at leading an organization with skilled and committed department heads who need support but not micro management.
- The Manager will set high standards, provide clear expectations and hold employees accountable.
- The Manager will have proven ability to attract, hire and retain talent.
- The Manager will be an advocate for regular performance evaluations for all employees.
- The Manager will be committed to employee training and development.
- The Manager will be fair minded and will not play favorites.

With the Community

- Village tradition is that the Village President and the Village Manager share face-of-the-village responsibilities with the President addressing community policy matters and the Manager supporting Board policy decisions and addressing administrative matters.
- The Village Manager is expected to track citizen inquiries and complaints and respond to them in a timely and effective manner.
- The Village Manager is expected to be visible in the community and accessible to the public.

In General

- The Village Manager will be a generalist who understands and values each department and manages so that the entire organization functions as a cohesive and interwoven team.



- The Village Manager will have a collaborative leadership style.
- Will be a forward-thinking and solution-focused manager who will make positive changes - - strikes proper balance between being an advocate for positive change and not being wedded to status quo.
- Must have a non-intimidating personality.
- Must communicate clearly and concisely.
- Must be assessable, approachable and skilled at dealing with the public in a compassionate, reasonable and solution-oriented manner.
- Must be self-confident without being an egotist.
- Must be both sensitive and clearly in charge.
- Must be skilled at defusing issues and not acerbating them.
- Not a resume builder and willing to make a significant commitment to Brookfield.
- Fair, consistent and evenhanded.





Compensation and Benefits

The compensation for the Village Manager will be highly competitive and will include an excellent fringe benefit package. The Village will pay reasonable and customary moving expenses. Village residency is preferred but not required.

Application and Selection Process

To Apply: The position will remain open until filled and will move forward immediately upon receipt of a small pool of well-qualified applicants. If interested, please email your resume and cover letter with current salary immediately to: slavin@bellsouth.net.

For additional information about this position, contact Robert E. Slavin, President, Slavin Management Consultants by phone at (770) 449-4656 or by email at slavin@bellsouth.net



AN EQUAL OPPORTUNITY RECRUITER/EMPLOYER

