



CITY OF URBANA

The City of Urbana, Illinois is seeking a

City Administrator



Apply by December 8, 2017 for full consideration

About the City of Urbana

What do you see in Urbana? First class dining. Cutting-edge technology. World-class education. Gigabit-speed fiber network. Urbana is a city where artists, scholars, and innovators thrive. We're a small city with a global impact.

Located in east central Illinois, Urbana is the Champaign County seat and home to the flagship campus of the University of Illinois. The city covers 12 square miles with a population of approximately 43,200 residents. Major employers are higher education, healthcare, and the public sector.

Urbana has a long history of fostering innovation, from invention of the transistor to creation of the Mosaic web browser and YouTube. The new Carle Illinois College of Medicine, the world's first engineering-based medical school, will offer exciting opportunities for scholars and entrepreneurs.

You'll never have to wonder "what to do" in Urbana! There's Market at the Square, one of the state's largest farmers' markets (and a beloved Saturday morning tradition), the Boneyard Arts Festival, the Ellnora Guitar Festival, and the Illinois Marathon, just to name a few. We've got festivals, the Christie Clinic Illinois Marathon, celebrations, and events to pique every interest.

We're connected to each other and the world thanks to an nationally-recognized mass transit district, AMTRAK rail, a regional airport, and three major interstates. Prefer to get around on two wheels? We're proud to be the first Gold Level Bicycle Friendly Community in Illinois.

Our West Urbana neighborhood has been named one of the 10 Great Neighborhoods in America by the American Planning Association, and together with our twin city Champaign, we've been recognized as the Greatest Food Town, as well as an AARP Age-Friendly Community.

Mayor Diane Wolfe Marlin is committed to delivering excellent core services to promote a high quality of life for residents, businesses, and visitors. Underlying this mission is effective government, a resilient economy, safe and vibrant neighborhoods, engaged citizens, with pride in our history and excitement about the future.

Award-winning public schools, popular regional parks, diverse and engaged neighborhoods, and excellent public services make Urbana a great place to live. This is a community where people of all ages and abilities can thrive.



City Governance

Founded in 1833 and chartered in 1855, the City of Urbana is the seat of Champaign County. The City is a home-rule municipality in a mayor-aldermanic form of governance. The seven members of the City Council are elected by ward while the Mayor and City Clerk are elected at-large; all serve four-year terms.

Mayor Diane Wolfe Marlin



Maryalice Wu, Ward 1



Erik Jakobsson, Ward 2



Aaron Ammons, Ward 3



Bill Brown, Ward 4



Dennis P. Roberts, Ward 5



H. Dean Hazen, Ward 6



Jared T. Miller, Ward 7

Council Goals & Priorities



Public Safety

Financial Sustainability

**Economic Development &
Entrepreneurship**

Vibrant Business Districts

Transportation & Connectivity

Environmental Sustainability

Quality of Life

Effective City Government

City Organizational Structure

Urbana is a full-service city with six departments, approximately 270 employees and an operating budget of \$46 million.

The Position

The City Administrator reports to the Mayor and will be responsible for management of all city departments, operations, programs, and personnel. This position has been vacant for 10 years; the newly-elected Mayor has made filling this position a top priority in her administration. The City Administrator also will help update and implement systems, policies, and procedures to improve City services; develop and evaluate the City's strategic plan; implement policy directives and goals of the Mayor and City Council; provide oversight of the City's financial systems, and collaborate with other governmental agencies with the goal of improved service and responsible stewardship of resources. The successful candidate will be resourceful and innovative, with excellent communication and team-building skills, strong analytical abilities, expertise in financial management and organizational leadership. Major responsibilities of the City Administrator include:

- 1 Strategic Planning and Goal Setting**
Assists the Mayor and City Council with developing and updating goals and policies; develops and maintains a strategic plan to ensure implementation of City Council goals; coordinates the execution of strategic initiatives; and recommends long-range plans for City service programs and develops specific proposals for action on current and future City needs.
- 2 Organizational Leadership**
Provides organizational leadership to City operations; assesses ongoing operational needs and priorities to determine the optimal organizational structure to meet goals and objectives; and develops, recommends, and implements policies and procedures. Works with Mayor and City's management team to develop standards on professionalism and best practices.
- 3 Budget**
Oversees the development, implementation, and administration of the City budget; approve the forecast of funds needing for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- 4 City Operations**
Plans, directs, and coordinates, through department heads, the work plan for the City; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems. Establishes, within City policy, appropriate service and staffing levels, monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, and allocates City resources accordingly. Assesses and monitors staffing and organizational process improvement initiatives. Serves as the liaison between management and the Mayor.
- 5 Supporting City Leadership**
Serves as liaison between departments and the City Council. Approves City Council agendas and packet materials to ensure that the Council is provided with complete, concise, objective, and reliable staff guidance. Attends meetings of the City Council/Commission of the Whole on a weekly basis; attends board and commission meetings as needed.
- 6 Issue/Trend Identification**
Proactively identifies issues that could affect the successful execution of the City's goals and plans. Receives updates from departments regarding reports, legislation, court cases and related matters that affecting the City. Directs or conducts studies, research, and investigation on a wide variety of administrative and technical areas.
- 7 Independent Leadership of Special Projects**
The Mayor will direct certain issues to the City Administrator, which will requiring excellent analytical and interpersonal skills, time and project management skills, creativity and flexibility.
- 8 Internal City Communications**
The City Administrator will serve as a liaison between the Mayor and management team by accurately communicating the Council/Mayor Goals and directives to the management team and conveying the needs and priorities of the management team to the Mayor for consideration.
- 9 External City Communication**
Represents the City in discussions of City policies and procedures; remedies problems and responds to inquiries and concerns from internal and external sources; negotiates and resolves sensitive, significant and controversial issues. Responds to and resolves difficult and sensitive citizen and/or community inquiries and complaints. Reviews external communication materials.
- 10 Economic Development**
Provide strategic oversight, support and direction to the City's Economic Development Division.

Performs other related duties as assigned.



City Administrator Candidate Profile

Our ideal candidate will combine exceptional business/organizational acumen, outstanding communication ability and innovative leadership skills. Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Graduation from an accredited college or university with a bachelor's degree in business, finance or a related field and preferably supplemented with a master's degree in business, public administration or a similar concentration

Experience

Seven years of increasingly responsible experience in an executive-level position and demonstrated project management experience involving multiple stakeholders. Professional experience in a municipal, non-profit or a similar complex organizational setting is strongly preferred.

Compensation & Benefits Package

A competitive salary with excellent benefits will be provided. Beginning salary will be negotiable DOQ. The City's generous benefits package which includes paid vacation, sick leave, holiday pay, an outstanding health coverage options, a defined benefit retirement plan through the Illinois Municipal Retirement Fund (IMRF), an optional deferred compensation plan, and a post-retirement medical savings benefits program.

Learn more: www.urbanacareers.org/management-benefits.



How to Apply

To be considered, please submit your resume and cover letter with current salary **by December 8, 2017** to:

Robert E. Slavin or David Krings at:
Slavin Management Consultants
3040 Holcomb Bridge Road,
Suite A-1
Norcross, Georgia 30071

Fax: (770) 416-0848

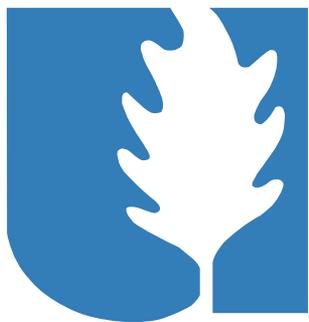
E-mail: slavin@bellsouth.net

Web: www.slavinweb.com

Electronic submissions are preferred.

The City of Urbana Welcomes Diversity!

We foster an environment that values and encourages mutual respect, inclusion of all people, and utilizing differences and similarities as an organizational asset. We welcome applications from diverse candidates and candidates who support diversity. EOE.



CITY OF
URBANA

Learn more at www.urbanaininois.us



YouTube