

Village of Glendale Heights

A Proud & Progressive Village for all People



*Now accepting applications for the
position of*

ASSISTANT VILLAGE ADMINISTRATOR

The Village of Glendale Heights

The Village of Glendale Heights is a modern residential, suburban community, 15 miles west of the Chicago city limits. Over the years, the Village has welcomed a significant growth, both in population, and within our business community. Its landscape is dotted with ranch homes, split levels, apartments, condominiums, shopping centers, churches, industrial business parks, beautiful community and neighborhood parks, modern service facilities, and three excellent elementary school systems.

The positive influence of many improvements to the Village, including Camera Park, renovations to the Civic Center, the Center for Senior Citizens, and the Sports Hub, unmistakably echo the vibrant character and the vitality of our community. We have become an attractive, growing community, that boasts within its boundaries AMITA Health Adventist Medical Center, GlenOaks and the beautiful Glendale Lakes Golf Club, owned and managed by the Village of Glendale Heights.

The current population is 34,208 as of the 2010 census. The Village of Glendale Heights is dedicated to maintaining its progressive atmosphere, while offering its residents superior community amenities and services that respect the concerns of residents, while striving to provide a safe, viable community in which to live.



Village Government



The Village of Glendale Heights was incorporated in July of 1959. The first election was held on August 2, 1959. Though incorporated as Glendale, the name was changed to Glendale Heights in March 1960 because of a conflict with another Glendale in southern Illinois. The name chosen is appropriate for “Glendale” as it reflects a close geographic identity with two neighbors, Glen Ellyn to the south and Bloomingdale to the north. “Heights” describes the unique topography of the Village as it rests on two distinct elevations with a 100-foot variation.

The Village is a home rule municipality under the Constitution of the State of Illinois and is governed by a Village President and 6 Village District Trustees. The elected officials serve alternating four-year terms.

The Village of Glendale Heights has over 185 full-time, 62 part-time, and 186 seasonal employees making up several departments which include, Administration; Police; Parks, Recreation & Facilities; Public Works; Finance; Administrative Services; Community Development; and Glendale Lakes Golf Club.

Village of Glendale Heights Mission Statement

The Village of Glendale Heights strives to improve the quality of life to all its residents and commits to serve, protect and provide a high standard of services and programs through the cooperative efforts of its residents, businesses, employees and elected officials.

Assistant Village Administrator

The Village of Glendale Heights seeks an energetic, experienced professional for our Assistant Village Administrator vacancy.

The Village has a total budget of \$65 million. The Assistant Village Administrator performs high-level administrative, technical and professional work in directing and supervising economic development, risk management, human resources, as well as managing special projects. The Assistant Village Administrator will be asked to attend Village Board, committee, and association meetings as well as special events, which will require some nights and weekend hours.

The successful candidate will have a Bachelor's degree in Public Administration or other related field (Master's degree is preferred); with at least 7 years of progressively responsible local government experience that includes a minimum of five years of significant supervisory experience. Candidate must have solid knowledge of the laws, ordinances, and statutes, strong leadership, project management skills, and proficiency with computer office applications. A history of innovative thinking, union contract administration and prior position advancements are highly desirable. Bilingual candidates desired. Candidate must have considerable knowledge of modern policies and practices of personnel administration; skill in preparing and administering a municipal budget and programs; ability to prepare, analyze and communicate comprehensive reports in writing and verbally.

Compensation & Benefits

The salary range is \$117,707 - \$145,537, commensurate with qualifications and experience. The Village of Glendale Heights offers a generous health and dental benefits package to full-time employees.

How to Apply

This position reports to the Village Administrator and is a member of the Village Executive Staff. The Assistant Village Administrator is appointed by the Village President and confirmed by the Village Board of Trustees.

Selection process includes panel interview and job related testing with the top qualified candidates based on application ranking of qualifications. Final candidate must successfully complete a criminal background check, and pre-employment drug screen.

Interested candidates should submit a cover letter, resume, three work-related references and a Village of Glendale Heights employment application to:

Village of Glendale Heights
Attention: Human Resources Division
300 Civic Center Plaza
Glendale Heights, Illinois 60139

A copy of the employment application can be found on the Village's website at www.glendaleheights.org on the Career Opportunities page.

All job offers are conditional upon the satisfactory outcome of pre-employment drug testing and submission of fingerprints for a complete background investigation. Employees are required to have their permanent residency within a 15-mile radius of the Village, unless approved by the Village Administrator.

Posted: July 1, 2021.

We will be accepting applications until position is filled (selection process will begin August 2, 2021).

An Equal Opportunity Employer