



CITY OF ROLLING MEADOWS

JOB OPENING

ASSISTANT TO THE CITY MANAGER

The City of Rolling Meadows (pop. 24,099) seeks an innovative professional to work as the Assistant to the City Manager. Located 27 miles west of Chicago, Rolling Meadows is a vibrant community with residential, commercial, office and industrial uses. The City boasts the second largest amount of office space in the Northwest Suburbs with a workday population over 50,000. The Assistant to the City Manager reports directly to the City Manager and provides organizational assistance.

Qualified individuals will have a strong background in planning, management, communication, and operational functions of a municipal government. The Assistant assists the City Manager on projects, special events, public relations, safety and services. Ideal candidates will have a Bachelor's Degree in Business, Finance, Public Administration, or related field, with a MPA preferred.

This entry level position is a good starting position for a new administrator and it is hoped that the person will stay for two to three years and then move out to a bigger challenge.

Salary is \$35,750 (with excellent benefits).

This position is open until filled and to apply, please submit resume with at least three references to Barry Krumstok, City Manager, City of Rolling Meadows, 3600 Kirchoff Road, Rolling Meadows, IL 60008. The City of Rolling Meadows is an Equal Opportunity Employer.

Open Until Filled



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Position Description

Position Title: Assistant to the City Manager

Reports to: City Manager

Job Status: Full Time

Supervises: None

Department: Administration

Pay Grade Assignment:

FLSA Classification: Exempt

Date: November 1, 2011

Position Purpose:

- Assists the City Manager on projects, special events, public relations, safety and services.
- Performs accounting and financial work involving the implementation, compilation and control of the City's financial matters relating to budget and 5 Year Financial/5 Year Capital Plans.
- Assists the Finance Director with budget information and production.
- Assists in the implementation of policies, rules and regulations affecting the City.
- Assists with customer service activities, internal and external, in a timely and effective manner.

Essential Position Duties:

- Works with the City Manager on special events and projects.
- Acts as liaison for the City Manager as requested.

- Monitor the City's revenues and expenditures for concurrence with the budget and bring unusual expenditures to the Finance Director's attention.
- Attend all financial planning workshop meetings.
- Preparation of appropriation ordinances, resolutions and legal notices.
- Communicates City personnel policies and procedures to employees and the general public.
- Attend assigned meetings and serves as liaison to Boards, Committees, and Commissions.
- Researches and communicates legislative activity relative to the interest of the City.
- Compile benchmark information and conduct random audits as necessary.
- Maintaining accurate records.
- Practice safety as a responsibility of this position.
- Assist with the annual financial audit and budget.
- Other duties as assigned.

Competencies:

- Demonstrated understanding of fund accounting and generally accepted accounting principals associated with municipal government.
- Ability to manage special projects to bring about desired results.
- Ability to produce accurate, balanced financial reports in a timely fashion.
- Adherence to City budget and personnel policies.
- Ability to work well with other employees, being particularly considerate of the needs of internal and external customers.
- Complete required reports on time.
- Be able to operate the City's main computer systems relating to financials and budgeting, and proficient in use of excel and access.
- Ability to lead fellow employees.

Minimum Qualifications:

- College degree in business, accounting, or related field. A Master's degree in public or business administration is preferred.
- Good analytical and math skills.
- Good written and verbal communication skills.
- Budgetary knowledge and experience.
- Proficient in the use of computer technology, printer, calculator and personal computer.
- Proficient in the use of Excel, Word, Access and other Microsoft Windows applications.
- Valid State of Illinois Driver's License.

Environmental Conditions:

- A majority of the work assignments are performed within an office setting.
- The employee may be required to drive to outlying City offices to meet with other City personnel, and attend job related meetings as directed or permitted by the City Manager. [Accommodations may be arranged for candidates with disabilities recognized under the Americans with Disabilities Act provided that the candidate possesses the desired competencies and qualifications and can perform the assigned duties].
- HVAC controlled, non smoking environment.

This position specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.
