

Kendall County, IL (124,000) is a growing county on the far west of the Chicago Metro Area. The fastest growing county in the U.S. between 2000 - 2010, the County is still growing both residentially and commercially. The County has the highest median household income in the State of Illinois as well as ranked second in Public Health.

The County is seeking a collaborative, transparent, energetic professional with excellent communication skills and with a strong financial background. Successful candidates will have a team-oriented management style; a vision for strategic growth; and a commitment to efficient and effective service delivery within a model workplace.

The County Administrator is appointed by a ten (10) member County Board, each representing one of two districts, serving two (2) year terms.

The County Administrator manages and provides oversight of Kendall County departments, committees, legislative and fiscal matters. The County Administrator acts as the Kendall County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County. The Kendall County Board provides administrative direction to the County Administrator.

The County Administrator oversees the departments of: Administrative Services, Technology, Facilities, Planning, Building and Zoning, and Animal Control. They supervise 26.5 FTE personnel.

#### EDUCATION AND EXPERIENCE:

A minimum of a Bachelor's Degree from an accredited college or university is required.

A Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields, or equivalent work experience is preferred.

A minimum of seven years of increasing responsible professional experience in public or business administration, including at least four years in a management position, is preferred.

Salary based upon experience and qualifications. Apply with cover letter, resume, five professional references, application, and salary history by September 22, 2017 to Debbie Gillette, Kendall County Clerk, 111 West Fox Street, Yorkville, IL 60560, or email: [Web\\_Email\\_County\\_Clerk@co.kendall.il.us](mailto:Web_Email_County_Clerk@co.kendall.il.us) with COUNTY ADMINISTRATOR APPLICATION in the subject. Please see the county's website for full job description and application at <http://www.co.kendall.il.us/employment/>

EOE

## Kendall County Job Description

**TITLE:** County Administrator  
**DEPARTMENT:** Administrative Services  
**REPORTS TO:** Kendall County Board  
**FLSA STATUS:** Exempt  
**APPROVED:** July 17, 2017

### I. **Position Summary:**

The County Administrator manages and provides oversight of Kendall County ("County") departments, committees, legislative and fiscal matters. The County Administrator acts as the Kendall County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County. The Kendall County Board ("County Board") provides administrative direction to the County Administrator.

### II. **Essential Duties and Responsibilities:**

- A. Primary duty is to manage and provide oversight of County departments in accordance with the County's organizational policies, goals, and budget parameters.
- B. At the direction of the County Board, serves as "acting" department head, on an interim basis, for the applicable County department in the event the department head is unable to fulfill his/her essential job duties and, on an interim basis, is responsible for all of the essential job duties set forth in the applicable department head's job description.
- C. Customarily and regularly directs the work of at least two or more full-time employees.
- D. Customarily and regularly performs management duties in the Kendall County Administrative Services Office including, but not limited to, the following:
  - 1. Interviewing and selecting employees in the Administrative Services Office with input from the Deputy County Administrator;
  - 2. Setting and adjusting employees' rates of pay (within pre-approved budget parameters) with input from the Deputy County Administrator;
  - 3. Direct supervisor for the Deputy County Administrator;
  - 4. Handling both internal and external complaints and grievances related to the Administrative Services Office;
  - 5. Disciplining employees with input from the Deputy County Administrator;
  - 6. Updating and revising job descriptions for employees in the Administrative Services Office, which recommendations are given particular weight by the County Board for final approval;
  - 7. Making all final decisions regarding the hiring, firing, discipline, advancement, and any other changes of status for all employees in the Administrative Services Office with input from the Deputy County Administrator.
- E. Serves as the direct supervisor for County department heads and the Deputy County Administrator by performing supervisory responsibilities including, but not limited to, the following:
  - 1. Interviewing and selecting assigned department heads with input from the Deputy County Administrator;
  - 2. Setting and adjusting department heads' rates of pay (within pre-approved budget parameters) with input from the Deputy County Administrator;

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3. Conducting regular performance evaluations of assigned County department heads with input from the Deputy County Administrator;
  4. Appraising assigned department heads' productivity and efficiency;
  5. Oversees new hire orientation and training of County department heads.
  6. Handling both internal and external complaints and grievances related to assigned County department heads;
  7. Making all final decisions regarding the hiring, firing, discipline, advancement, promotion, and any other changes of status for all assigned department heads with input from the Deputy County Administrator; and
  8. Updating and revising job descriptions for County department heads with input from the Deputy County Administrator, which recommendations are given particular weight by the County Board for final approval.
- F.** Primary duties include the performance of office or non-manual work directly related to the management or general business operations of Kendall County, which duties include, but are not limited to the following:
1. Oversees the preparation and submission of the annual Countywide budget to the County Board for approval;
  2. Monitors and authorizes expenditures for assigned departments and programs;
  3. Oversees and administers the County's risk management by performing duties including, but not limited to risk management planning, risk management policy development and administration, and safety and liability insurance activities;
  4. Oversees and administers the County's liability and property insurance programs and ensures that all County property and functions have adequate insurance coverage;
  5. Oversees and administers the County's Revolving Loan Fund and other economic development activities including but not limited to business retention, business attraction, and business growth;
  6. Preserves the confidentiality and security of confidential information including information that may be protected under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information relating to all functions of Administrative Services, the Kendall County Board and its committees;
  7. As assigned, monitors contracts and agreements for compliance;
  8. Oversees grant administration for Kendall Area Transit operations.
- G.** Acts as the County Board's liaison regarding the coordination and management of policy initiatives, operational issues and strategic plan within the daily operations of the County by performing duties including, but not limited to the following:
1. Provide administrative support and research assistance to the County Board;
  2. Attend meetings of the County Board, Committee-of-the-Whole, Human Resources and Administrative Committee, Budget and Finance Committee, Economic Development Committee, and other County Board committees, as needed, both during and after regular work hours;
  3. Oversees and directs senior staff on operational issues as directed by County Board and provide overall line supervision for all senior staff;
  4. Monitors and advises the County Board of the financial status and impending activities impacting or within the County and provides analysis and reports as needed;
  5. Works to ensure that the ordinances and resolutions of the County Board and the Illinois Counties Code is enforced by the appropriate authorities;
  6. Facilitates the communication of information regarding County operations on a

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regular basis with community groups, representatives from State and local governments, local businesses, employees of the County and elected offices, the public, and the media.

7. Work with all department heads and the Budget Committee to assure that the annual budget is properly and timely presented to the County Board for adoption;
  8. Coordinate with outside auditor to assure the annual audited financial statements are presented to the County Board;
  9. Coordinate the auditor selection process, as directed by the County Board;
  10. Coordinate with outside financial advisor(s) approved by the County Board regarding the issuance and refinancing of bonds;
  11. Oversee and communicate the status of pertinent issues and projects to the County Board Chair and the County Board;
  12. Coordinate research and acts as lead for special projects as assigned by the County Board;
  13. Furnish the County Board Chair and the County Board with accurate and timely information that is necessary for the County Board to exercise its statutory powers and duties;
  14. Represent the County Board on intergovernmental commissions, boards, committees and working groups, as designated by the County Board;
  15. Completes policy research and analysis;
  16. Serve as a primary contact and direct liaison, on behalf of the County, for municipalities, townships, and other governmental entities and groups.
- H.** Serves as County Board representative for collective bargaining issues and negotiations as assigned by County Board.
- I.** Complies with all applicable federal and state laws and regulations regarding or relating to assigned job duties including, but not limited to the Illinois Open Meetings Act, the Illinois Freedom of Information Act, and the Illinois Local Records Act.
- J.** Complies with all applicable policies and procedures regarding or relating to assigned job duties.
- K.** Maintains availability outside work hours to respond to emergencies.
- L.** Maintains regular attendance and punctuality.
- M.** Travel to and from meetings, training, conferences, and other County office locations to perform job duties.
- N.** Performs other duties, as required or assigned by the County Board.

### **III. Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### **A. LANGUAGE SKILLS:**

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, and correspondence.

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3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's department heads and elected officials in both a one-on-one and group settings.
4. Requires excellent knowledge of the English language, spelling and grammar.
5. Strong oral and written presentation skills.

### **B. MATHEMATICAL SKILLS:**

1. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **C. REASONING ABILITY:**

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several concrete variables in standardized situations.

### **D. OTHER SKILLS, KNOWLEDGE AND ABILITIES:**

1. Strong organization skills.
2. Excellent prioritization skills and the ability to meet deadlines.
3. Ability to display a positive, cooperative, professional, and team orientated attitude.
4. Ability to listen, understand information and ideas, and work effectively with County personnel, department heads, local elected officials, and the public.
5. Ability to follow guidance and work independently until project completion.
6. Proficient knowledge of MS Word, Excel, Outlook, and PowerPoint.
7. Knowledge of office practices, principles of modern record keeping, and setting and maintaining filing systems.
8. Knowledge of principles and practices of local government structure and services.
9. Skills in operating a personal computer, facsimile machine, and copier.
10. Ability to comply with all county policies and procedures, and adhere to set standards.

### **E. EDUCATION AND EXPERIENCE:**

1. A minimum of a Bachelor's Degree from an accredited college or university is required.
2. A Master's Degree from an accredited college or university with major course work in public administration, business administration, public finance, accounting, or related fields, or equivalent work experience is preferred.
3. A minimum of seven years of increasing responsible professional experience in public or business administration, including at least four years in a management position, is preferred.

### **F. CERTIFICATES, LICENSES, REGISTRATIONS:**

1. Any and all other certificates and registrations as required for the specific duties performed.

## **IV. Physical Demands:**

While performing the duties of this job, the employee must be able to:

1. Frequently sit for hours at a desk or in meetings;
2. Occasionally lift and/or move up to 40 pounds; frequently lift and/or move up to 10

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- pounds;
3. Use hands and fingers to finger, handle, type, write, and feel;
  4. Reach, push, and pull with one and/or both hands and arms;
  5. Talk and hear in person and via use of telephone;
  6. Vision abilities include close and distance vision, and ability to view computer monitors and screens;
  7. Travel independently to other County office buildings and other locations, to perform job duties.

**V. Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Mostly inside environmental conditions except when outside traveling between various buildings or locations to perform assigned job duties.
2. The noise level in the work environment is usually quiet to moderately quiet.
3. Employee may be exposed to stressful situations while working with staff, law enforcement, department heads, elected officials, vendors, and the general public.
4. Employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.

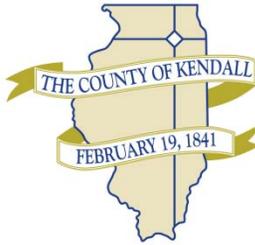
**By signing my name below, I hereby affirm that I received a copy of this job description.**

\_\_\_\_\_  
**Employee Receipt Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**  
cc: personnel file, employee

\_\_\_\_\_  
**Date**



**KENDALL COUNTY  
ADMINISTRATION  
111 W. FOX STREET  
YORKVILLE, IL 60560**

**EMPLOYMENT APPLICATION**

Date of Application: \_\_\_\_\_

**Kendall County is an equal opportunity employer and does not discriminate against applicants and/ or employees on the basis of their race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation, pregnancy, marital status, ancestry, military status, genetic information and/ or any other basis prohibited by federal, state and/ or local laws, regulations and ordinances.**

(PLEASE PRINT IN INK. If applicant requires a reasonable accommodation to complete the job application process, please contact Administrative Services at 630-553-4171.)

Position Title applied for (title inserted by employer):		Position Represented by Union (inserted by employer): ( ) No ( ) Yes	
Last Name:		First Name:	Middle Initial
Address:		City, State & Zip Code	
Home Telephone Number:		Email Address:	
Work Telephone Number:			
Mobile Telephone Number:			
How did you hear about this employment opportunity?			
<input type="checkbox"/> Name of Newspaper _____ <input type="checkbox"/> Name of Employment Agency _____ <input type="checkbox"/> Kendall County website <input type="checkbox"/> County Employee (Name of Employee) _____ <input type="checkbox"/> Other (Please specify) _____			
Are you legally authorized to work in the United States? ( ) Yes ( ) No <i>(Please note proof of eligibility to work in the United States will be required upon offer of employment.)</i>			
Are you over the age of 18 years? ( ) Yes ( ) No			
<i>(If no, you may be required to provide authorization from a parent or guardian and / or your school.)</i>			
Can you with or without reasonable accommodation, perform the essential functions of this job? ( ) Yes ( ) No			
<i>(If you have questions regarding the functions of this job, ask the interviewer before answering this question.)</i>			
Have you ever applied to Kendall County in the past? ( ) Yes ( ) No <i>(If yes, provide date, position and</i>			
department)	Date _____	Position _____	Department
_____			
Have you ever worked for Kendall County in the past? ( ) Yes ( ) No <i>If yes, please provide the date you began and ended your former position as well as the title of that position.</i>			
Employment Began on: _____ Date Ended _____ Title: _____			

**DRIVER'S LICENSE (Only for positions which require driving)**

Are you legally authorized to drive in the State of Illinois? ( ) Yes ( ) No

Do you have a Commercial Driver's License (CDL)? ( ) Yes ( ) No

Have you been convicted of any moving violations in the past five years? ( ) Yes ( ) No

If yes, please explain:


Have you ever been convicted of a crime other than a traffic violation? ( ) Yes ( ) No  
(Applicant is not obligated to disclose sealed, expunged or impounded records of conviction or arrest pursuant to Section 12 of the Illinois Criminal Identification Act, 20 ILCS 2630 / 12. A "Yes" response will not disqualify an application for consideration for a position. Such information is only relevant in determining whether the conviction is directly related to the position for which you are applying).

If yes, please explain circumstances.


Have you ever been terminated or asked to resign from any job? ( ) Yes ( ) No

If yes, please explain circumstances.


Which employment status do you prefer? ( ) full time ( ) part time ( ) intern

What starting hourly rate of pay or salary (annualized) do you desire if employment is offered to you?

\$ \_\_\_\_\_ Hourly Rate or \$ \_\_\_\_\_ Salary (annualized)

Please indicate date you are available to start employment? \_\_\_\_\_

Please indicate Days and Hours available:

DAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM							
PM							

Please list any academic honors, scholarships, offices held, etc. that are relevant to the position for which you are applying. *(Do not list any which reflect your race, color, religion, gender, national origin, age, disability, sexual orientation, or any other category protected by Federal or State Law)*


Describe any specialized training, apprenticeships, licenses or skills you have that are relevant to the position for which you are applying:


Have you received any job-related training in the United States Military? ( ) Yes ( ) No

*(If yes, please provide dates and explanation.)*

DATE	DESCRIBE TRAINING

**EDUCATIONAL BACKGROUND**

Type of School	Name and location of School	Degree Earned or Years completed	Field of Study (Major and Minor)
High School			
Colleges or Universities			
Technical Schools			

**PROFESSIONAL REFERENCES:** *(Please list up to six persons who are not related to you and are either current or previous supervisors or co-workers who can provide professional references.)*

Name	Address	Phone Number	Relationship/Occupation	Years Known

**EMPLOYMENT HISTORY**

*Please begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Explain any gaps in employment.*

Company Name and Company Address	<b>Employment Dates</b>	<b>Wage or Salary</b>	<b>Name and Title of Supervisor</b>
	From:	Starting Wage:	Name
May County Contact? ( ) Yes ( ) No	Date Ended:	Ending Wage	Title
Phone Number:	Describe your duties:		
Position Held:			

**Reason for Leaving:**

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Company Name and Company Address	<b>Employment Dates</b>	<b>Wage or Salary</b>	<b>Name and Title of Supervisor</b>
	From:	Starting Wage:	Name
May County Contact? ( ) Yes ( ) No	Date Ended:	Ending Wage	Title
Phone Number:	Describe your duties:		
Position Held:			

**Reason for Leaving:**

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<b>Company Name and Company Address</b>	<b>Employment Dates</b>	<b>Wage or Salary</b>	<b>Name and Title of Supervisor</b>
	<b>From:</b>	<b>Starting Wage:</b>	<b>Name</b>
	<b>Date Ended:</b>	<b>Ending Wage</b>	<b>Title</b>
<b>May County Contact?</b> ( ) Yes ( ) No			
<b>Phone Number:</b>	<b>Describe your duties:</b>		
<b>Position Held:</b>			
<b>Reason for Leaving:</b>			

<b>Company Name and Company Address</b>	<b>Employment Dates</b>	<b>Wage or Salary</b>	<b>Name and Title of Supervisor</b>
	<b>From:</b>	<b>Starting Wage:</b>	<b>Name</b>
	<b>Date Ended:</b>	<b>Ending Wage</b>	<b>Title</b>
<b>May County Contact?</b> ( ) Yes ( ) No			
<b>Phone Number:</b>	<b>Describe your duties:</b>		
<b>Position Held:</b>			
<b>Reason for Leaving:</b>			

<b>Company Name and Company Address</b>   <b>May County Contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Employment Dates</b>	<b>Wage or Salary</b>	<b>Name and Title of Supervisor</b>
	<b>From:</b>	<b>Starting Wage:</b>	<b>Name</b>
	<b>Date Ended:</b>	<b>Ending Wage</b>	<b>Title</b>
<b>Phone Number:</b>	<b>Describe your duties:</b>		
<b>Position Held:</b>			

**Reason for Leaving:**

<b>Company Name and Company Address</b>   <b>May County Contact?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Employment Dates</b>	<b>Wage or Salary</b>	<b>Name and Title of Supervisor</b>
	<b>From:</b>	<b>Starting Wage:</b>	<b>Name</b>
	<b>Date Ended:</b>	<b>Ending Wage</b>	<b>Title</b>
<b>Phone Number:</b>	<b>Describe your duties:</b>		
<b>Position Held:</b>			

**Reason for Leaving:**

***Please provide any other information that you feel will help us in considering your application for employment.***


**APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION**

**PLEASE READ CAREFULLY BEFORE SIGNING.**

Kendall County is an equal opportunity employer and does not discriminate against applicants and/ or employees on the basis of their race, color, religion, gender, national origin, age, disability, veteran status, sexual orientation, pregnancy, marital status, ancestry, military status, genetic information and/ or any other basis prohibited by federal, state and/ or local laws, regulations and ordinances.

I hereby certify that all of the information provided by me in this application (and any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents or interview(s) may cause rejection of my application for employment or may cause immediate termination of employment regardless of the timing or circumstances at discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Kendall County and if I become a non-union employee of Kendall County, such employment with Kendall County is employment at will for no specified duration and may be terminated by either Kendall County or me at any time with or without cause, and with or without notice. I understand that, if I am selected for a position that is part of a bargaining unit represented by a union, my employment will be subject to the applicable terms and conditions of the union contract. I understand that none of the documents, policies, procedures, actions, or statements of Kendall County or its representatives during the application process is deemed a contract of employment real or implied. I understand that no individual representative of Kendall County has the authority to enter into any contract of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing approved by a majority of the County Board and signed by the of Chair of the Kendall County Board.

In consideration for employment with Kendall County, if employed, I agree to conform to the rules, regulations, policies and procedures of Kendall County at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with Kendall County, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory result from, refusal to cooperate with, or any attempt to affect the results of these pre-employments tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I understand and agree that all information furnished in this application may be verified by the County or its authorized representatives. I waive any right I may have to be notified by any individuals and organizations name in this application prior to prior to the release of any information to the County. I further authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Kendall County and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all claims and damages that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application. I understand that certain information I provide to Kendall County may be provided to the public as required by the Illinois Freedom of Information Act.

**BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Provide name and phone number of person completing this form if other than applicant:

\_\_\_\_\_