# The City of Crystal Lake, Illinois




*Invites your interest in the position of*

# Director of Finance




This is an exceptional opportunity to provide future vision and guidance to the Finance Department in the largest community of McHenry County.

Crystal Lake is a city with a rich history, rewarding quality of life and tremendous community spirit. With its high quality retail, residential and service sector development, Crystal Lake has been a major economic engine in Northeastern Illinois for the past decade.

Located 50 miles northwest of Chicago, Crystal Lake residents enjoy the many employment, cultural, and recreational opportunities of a major metropolitan city, yet live in a pleasant, small-town atmosphere.

Originally incorporated as a farming village in 1874, Crystal Lake became a City in 1914 and has retained its charming historical downtown as a reminder of its rural beginnings. While retaining its own unique civic identity, Crystal Lake is more suburban in character and is a residence of choice for many who work in the Chicagoland area.

The City's population in 2010 was 40,743. The City encompasses 18.7 square miles of land with 15,176 households, an average household income of $106,989 and a median home price of $227,300.

## THE POSITION

Under the general direction of the City Manager, the Director of Finance provides leadership, direction and oversight for the overall operation and activities of the Finance Department. This position works in an environment that is both politically and financially stable.

## CANDIDATE CRITERIA

Minimum Job Requirements:

- Bachelor's Degree in Finance, Public Administration, Accounting, Business, or closely related field; Master's Degree in a related field is desirable;
- At least seven years of increasingly responsible experience in executive-level financial administration directing the fiscal operations of a sophisticated, multi-unit organization, with a track record of responsible financial management, including a portion of that experience in the public sector;
- Strong understanding of the principles and practices of municipal accounting combined with a comprehensive knowledge of the applicable laws and administrative policies governing municipal finance practice and procedure; credible communicator with superior writing abilities;
- Thorough understanding of municipal budgeting, alternative service delivery, progressive fiscal management, and strategic planning;
- Well-versed in community engagement; will exhibit a passion for providing excellent customer service while maintaining strong connections to the community and respecting the importance of two-way communication with internal and external stakeholders; and
- Effective coaching/mentoring skills with relevant team building experience and conflict resolution skills.

Desirable Attributes Include:

- A **visionary** with the highest integrity, who believes in transparency, promotes high ethical values, and works well with the City Manager and Mayor/City Council, and the community at large;
- An **innovator** who is current on technology and committed to utilizing it to its fullest;
- A **leader** who can effectively allocate resources and is committed to maintain the receipt of the GFOA Budget Award and CAFR Award;
- A **professiona**l who demands excellence and will be a positive public face of the Department, is well-respected by the finance staff, and is an effective organizer;
- A **collaborator** with other Department Directors and a problem-solver;
- A **mentor** who is committed to regular training and career development for self and all staff members; and
- A **motivator** who maintains a high-energy atmosphere of team work where work is productive and enjoyable, and provides employees with information, resources, and incentives, as well as a respectful and fair work environment.

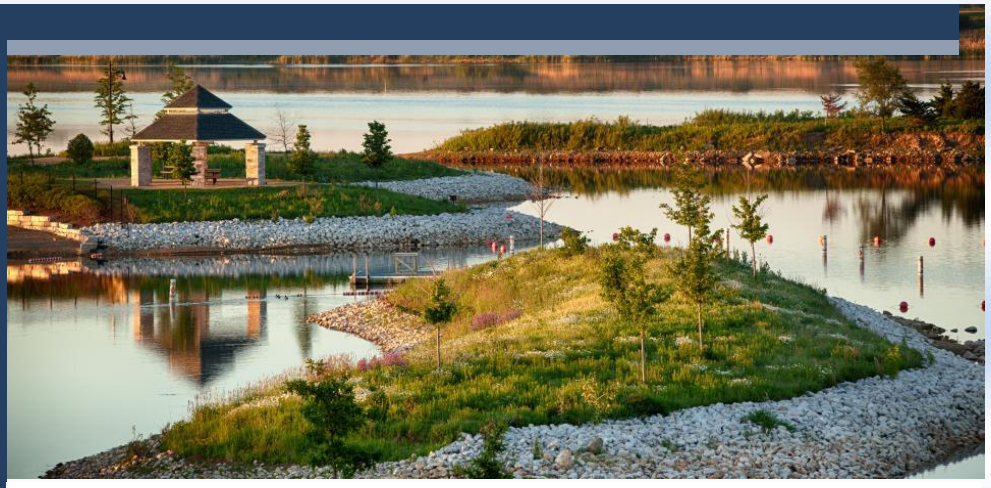
## AN EXCEPTIONAL COMMUNITY

The City of Crystal Lake is a politically and financially stable community. The City is proud that residents have a high level of satisfaction in their quality of life. The result of a previous National Citizen Survey™ (The NCS) is summarized below.

- The overall quality of life in the City of Crystal Lake was rated as "excellent" or "good" by 89% of respondents.
- 88% reported they plan on staying in the City of Crystal Lake for the next five years.

In 2015, the City was named the 10th *Best Small City in America* by WalletHub, a personal and small business finance advisory group. Rankings for this honor correspond to twenty-two different criteria, measuring attributes from the quality of life and cost of living to the number of restaurants per capita. Crystal Lake's education and health scores topped the scales for school system quality and the availability of medical services.



## JOB DUTIES/RESPONSIBILITIES

- Establishing and maintaining effective working relationships with the Mayor/City Council, City Manager, City Department Directors, business and community groups, other organizations, state and federal officials, and representatives of the news media and public;
- Preparing the City annual budget and five-year financial forecast; assuring the quality, accuracy, timeliness, completeness, and compliance with local, state, and national standards;
- Managing the capital projects budget, coordinating with all departments to determine needs, prioritize projects and obtains financing for capital projects as needed;
- Continually monitoring financial conditions and performance measurements throughout the fiscal year, including quarterly reporting, cash flow analysis, forecasting, rate studies, financial trend reviews and budget amendments, if necessary; monitoring and directing the investment of surplus funds pursuant to investment policies;
- Determining and recommending the appropriate rates for the City's major services, including water and sewer, and other services as needed;
- Reviewing, developing, and implementing internal controls as well as new processes and procedures to ensure accuracy, efficiency, and transparency;
- Investigating and/or responding to citizens' questions, concerns and/or complaints relating to the Finance Department;
- Modeling for staff that all work performed in the Finance Department meets the City's high standards for customer service, accuracy, quality, and efficiency;
- Directing activities of the Finance Department to ensure that appropriate communication and coordination of efforts occur with other departments of the City and all other state and federal agencies;
- Dedicating all efforts so that the City's mission, goals and objectives are fully initiated and supported; and
- Performing other duties and responsibilities as assigned.



## QUALITY OF LIFE

With over one thousand acres of dedicated parks and open space, residents and visitors can enjoy golf, tennis, baseball, football, swimming, cycling, and hiking in well-maintained, accessible areas. The Three Oaks Recreation Area provides swimming, hiking, fishing, boating, and more, in a unique natural environment with pristine clear waters.

Crystal Lake is home to one of the highest-rated elementary and high school districts in the State of Illinois. Students can take advantage of the higher learning opportunities offered by McHenry County College.

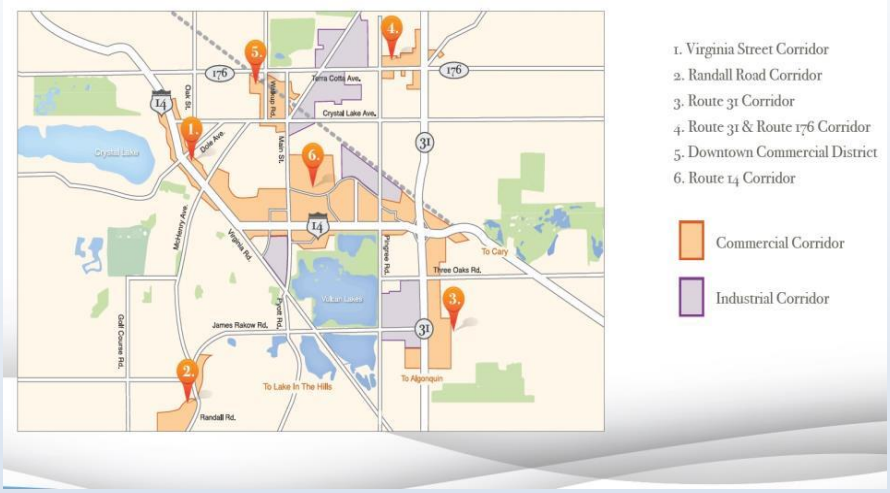
Numerous entertainment opportunities exist in Crystal Lake. Live theatrical performances, concerts, and other cultural events are regularly held at the Raue Center for the Performing Arts. Numerous area restaurants allow patrons to enjoy the meal of their choice before or after shows. Shoppers can patronize a variety of stores and service providers that range in size from small independents to large nationally-recognized chains.

The City of Crystal Lake is a regional leader in the areas of planning, growth management, and municipal services. The City offers residents a variety of excellent, high-quality programs and services at one of the lowest municipal tax rates in the area.

# STRONG ECONOMY

Crystal Lake benefits from a strong and diverse local economy. This is evidenced by the fact that Crystal Lake is one of the top 20 Chicagoland communities with over $1 billion in retail sales every year. The City offers superior government services while providing maximum value to our residents and businesses. Combined with our reasonable zoning and permit fees, the cost of doing business in Crystal Lake is kept to a minimum to help businesses remain competitive and profitable.

Crystal Lake contains over 2.3 million square feet of retail space and nearly 30,000 jobs throughout the commercial, office, and industrial base.




Crystal Lake is an easy drive from O'Hare International Airport. The business community benefits from the triangular network of State highways (Routes 14, 31, and 176) and is close to Interstate I-90. The Union Pacific rail line provides easy access to downtown Chicago through the Metra commuter rail service, operated out of two commuter train stations.





## FINANCE DEPARTMENT

The Finance Director, who reports directly to the City Manager, leads a Department of 7 full-time personnel.

The current director is leaving after 20 years of service with the City, the last 5 years as the Director of Finance, to become the Village Manager in a suburb of Chicago.

The Finance Department is responsible for maintaining the integrity of all financial systems, records and functions of the City in accordance with applicable laws, ordinances, policies and procedures. These activities include:

- Recording and reporting of all financial transactions;
- Billing and collection of all monies due the City;
- Making payments to employees and vendors;
- Managing cash and investments;
- Preparing the annual financial report; and
- Developing budget and financial forecasts.

Additionally, the Finance Department also assists with:

- Administration of the Police and Fire Pension programs; and
- The Administrative Adjudication Program.

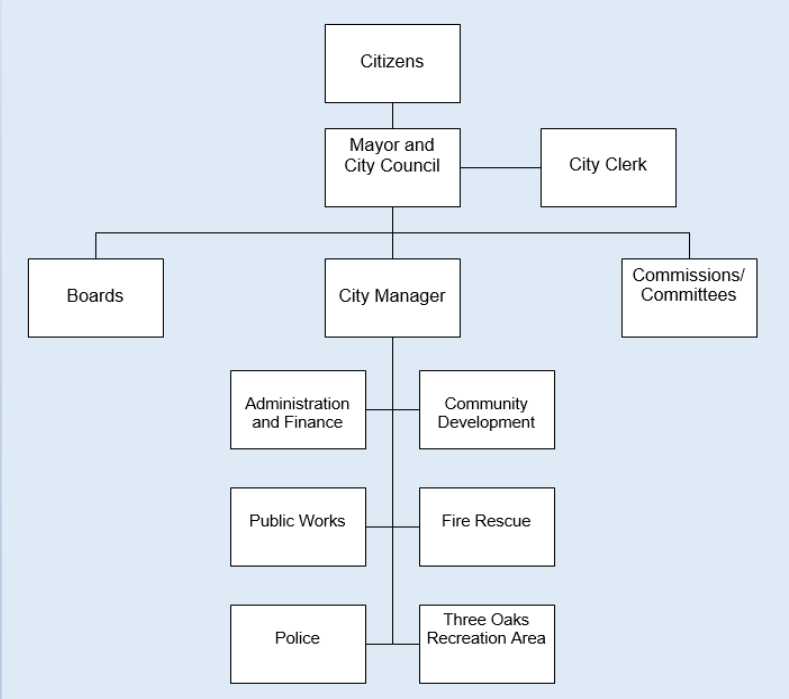
# CITY GOVERNMENT

The City of Crystal Lake operates under the Council-Manager form of government. Under this plan, the administrative responsibility of the City is centralized in an appointed professional manager. The seven-member legislative body, the City Council, is comprised of the Mayor and six Council Members elected at-large by the Crystal Lake citizenry. The Mayor and City Council are responsible for creating City laws and setting policy direction. Once the Mayor and City Council create a policy or approve a course of action for the City, the City Manager is responsible for executing/implementing the policy.

The City Manager is responsible for overseeing all City departments and has been in his position for over sixteen years. The City Manager is also responsible for all employment decisions.

The City administrative organization is comprised of a number of professionally staffed functional units: *Administration*: City Manager's Office, Information Technology, Human Resources, and Finance; *Public Works:* Water and Sewer, Wastewater, Fleet and Facility Services, and Streets; *Community Development:* Engineering and Building, and Planning and Economic Development; *Public Safety:* Fire Rescue and Police and *Three Oaks Recreation Area*. The City is a full-service municipality with an AA+ bond rating. The City has a current annual budget (all funds) of over $102 million, with over 370 full-time, part-time and seasonal personnel. Teamwork and cooperation between departments is highly valued, with all Departments enjoying particularly strong relationships.

# ORGANIZATIONAL CHART



## COMPENSATION AND BENEFITS

The Fiscal Year 2019-2020 salary range for this position is $108,318 to $167,794. Salary is commensurate with knowledge, skills and experience.

The City of Crystal Lake provides an excellent fringe benefit package to its full-time employees that includes medical, dental, vision and prescription benefits, life insurance coverage, professional development programs, technology incentives and more.

Please see the Crystal Lake city website at www.crystallake.org for additional information regarding the community.

## HOW TO APPLY

Interested individuals should submit an application package, including a letter of interest, resume, three professional references, and a completed application to Julie Meyer, Director of Human Resources. The employment application and requested attachments can be completed online via the 'Employment' tab at www.crystallake.org. The position will remain open until filled. Applications will be considered as they are received.

Finalists will be invited for on-site interviews. A comprehensive reference check and background investigation will be conducted by the City of Crystal Lake on the selected candidate.

For additional information on this exceptional opportunity, please contact:

Julie Meyer, Director of Human Resources
City of Crystal Lake
100 W. Woodstock Street
Crystal Lake, IL 60014
Voice: 815-356-3653 / Fax: 815-356-3690
Email: jmeyer@crystallake.org

The City of Crystal Lake is an Equal Opportunity Employer. The City of Crystal Lake does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, sexual orientation, military status, gender identity, or disability in employment or the provision of services.



