The City of Crystal Lake, Illinois



Invites your interest in the position of

Director of Human Resources



This is an exceptional opportunity to provide future vision and guidance for the Human Resources 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 an independent city, Crystal Lake is more suburban in character and is a residence of choice for many who work in the Chicagoland area.

Crystal Lake's resident population, while primarily Caucasian is diverse, with the population representing minority citizens of African-American, Hispanic, Native American, Asian and Pacific Islander races/cultures. The City's population in 2010 was 40,743. The City encompasses 18.7 square miles of land with 15,176 households, a mean household income of $87,493 and a median home price of $227,300.

THE POSITION

Under the general direction of the Deputy City Manager, the Director of Human Resources of the City of Crystal Lake provides leadership, direction and oversight for the overall operation and activities of the Human Resources Department and ensures consistency and compliance with human resources related requirements for the entire organization.

CANDIDATE CRITERIA

Minimum Job Requirements Are:

- Bachelor's Degree in Human Resources, Public Administration or equivalent, Master's Degree preferred;
- At least 5 years of related work experience in Human Resources with considerable management experience; certification through HRCI or SHRM as an SPHR or SHRM-SCP a plus;
- Experience in government and public sector labor relations;
- Comprehensive knowledge of current human resources best practices;
- Effective coaching/mentoring skills and exceptional oral, written and interpersonal communications skills;
- Excellent leadership and team-building skills, proven problem-solving ability and ability to use sound judgment that results in effective decision making;
- Ability to anticipate short and long-term needs and take action in a pro-active and organizationally-oriented manner.

Desirable Attributes Include:

- A **visionary** with the highest integrity, who believes in transparency, promotes high ethical values, and works well with the Deputy City Manager, 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 maintaining the positive reputation of the Human Resources Department;
- A **professiona**l who demands excellence and who will be the positive public face of the Department, is well-respected by all City employees and is an effective organizer;
- A **collaborator** with other Department Directors, a mentor for Human Resources Department staff, a person with a progressive view and dedication to employee development;
- 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 teamwork 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. In 2010, the City completed a citizen survey through The National Citizen Survey™ (The NCS). Below is a summary of the results of the completed, statistically significant survey.

- 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 general, survey respondents demonstrated trust in local government. A majority rated the overall direction being taken by the City of Crystal Lake as "good" or "excellent." This was higher than the benchmark. The overall image or reputation of Crystal Lake was rated "Excellent" or "Good" by 89%.
- Those residents who had interacted with an employee of the City of Crystal Lake in the previous 12 months gave high marks to those employees. 87% rated their overall impression of employees as "excellent" or "good."





JOB DUTIES/RESPONSIBILITIES

- Establishing and maintaining effective working relationships with the Mayor/City Council, City Manager, Deputy City Manager, City Department Directors, business and community groups, other organizations, state and federal officials, and representatives of the news media and public;
- Overseeing the selection, orientation, training, performance management, and development of employees in the Human Resources Department in accordance with City policy;
- Maintaining fair and consistent treatment of all employees in the City organization and compliance by employees with all City policies and procedures;
- Modeling for staff that all work performed in the Human Resources Department meets the City's high standards for customer service, accuracy, quality, and efficiency;
- Directing activities of the Human Resources Department to ensure that appropriate communication and coordination of efforts occurs with other departments of the City, surrounding jurisdictions and all applicable agencies;
- Planning and implementing programs effectively so that all operations of the Human Resources Department are within authorized resources (i.e. budget, staffing) and effectively managing the budget that is related to his/her organizational responsibilities and within his/her control;
- Developing and implementing strategic and long-range plans for the Human Resources Department consistent with the City's long-range plans;
- Creating methods of ascertaining internal and external customer service quality goals and performance measurement goals;
- Implementing management reporting and control systems and processes to provide for the efficient operation of the Department;
- Dedicating all efforts so that the City's mission, goals and objectives are fully initiated and supported;
- 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.

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 also responsible for preparing the City's budget and presenting it to the elected officials for their approval, overseeing all City departments, preparing the City Council agenda, and providing information and support to the elected officials. The current City Manager has been in his position for thirteen years. City Departments are located at the City of Crystal Lake Municipal Complex.

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; and *Public Safety:* Fire Rescue and Police. The City has a current annual budget (all funds) of over $105 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.

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, with no municipal utility tax or local income tax.

LOCAL ECONOMY

Crystal Lake is a well-established, maturing community with an abundance of opportunities for new development as well as redevelopment. The City of Crystal Lake is strongly supportive of business development and the enhancement of quality of life. The community's leaders encourage an entrepreneurial spirit and promote successful partnerships. For these reasons and many more, Crystal Lake is a good place to live and a great place to do business.

Crystal Lake is a short drive away 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.

City leaders have worked hard to offer superior government services while providing maximum value to our residents and businesses. Combined with our reasonable zoning, permitting, and inspection fees, the City of Crystal Lake works hard to keep the cost of doing business in Crystal Lake to a minimum in order to help businesses remain competitive and profitable.

HUMAN RESOURCES DEPARTMENT

The Human Resources Department is a functional work unit within the Administration Department. The Director of Human Resources, who reports directly to the Deputy City Manager, influences the entire employee population of over 370 full-time, part-time and seasonal employees. The entire Administration Department budget is over $1.9 million.

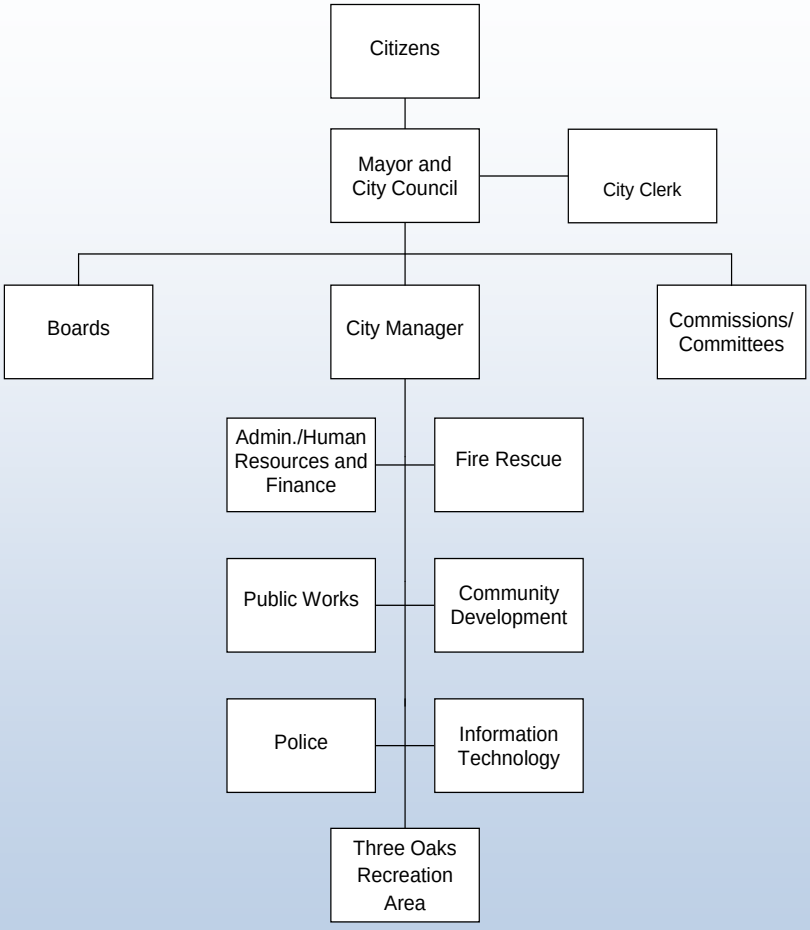
The Crystal Lake Human Resources Department provides customer oriented services to City of Crystal Lake residents and employment applicants; however, its major responsibility is that of serving as an internal service provider. The Human Resources Department staff works collaboratively with the operating departments and assists all employees with all aspects of employment, benefit, regulatory, performance, and development issues.

In this critical role, the Director of Human Resources is responsible for the overall administration of citywide programs relating to: talent acquisition and management, classification and compensation, performance management, employee records retention, employee relations and organizational communications, labor relations, benefits, training and professional development, risk management and regulatory compliance.





CITY ORGANIZATIONAL CHART



COMPENSATION AND BENEFITS

The Fiscal Year 2015-2016 salary range for this position is $97,177 to $139,390. 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, vehicle allowance, professional development programs, technology incentives and more.

Please see the Crystal Lake city website at www.crystallake.org for additional information regarding our community and to learn more about this exciting opportunity.

PROCESS

Interested individuals should submit an application package, including a letter of interest, resume, salary history, three professional references, and a completed application to Eric T. Helm, Deputy City Manager as outlined below. Applications can be downloaded at www.crystallake.org. The position will remain open until filled.

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.

HOW TO APPLY

For additional information on this exceptional opportunity, please contact Eric T. Helm, Deputy City Manager. Completed application packages should be sent to:

Eric T. Helm, Deputy City Manager
City of Crystal Lake
100 W. Woodstock Street
Crystal Lake, IL 60014
Voice: 815-356-3663 / Fax: 815-356-3690
Email: ehelm@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.







CITY OF CRYSTAL LAKE – AN EXCEPTIONAL OPPORTUNITY