

Announces a Recruitment For

EXECUTIVE DIRECTOR

For THE SOUTH SUBURBAN MAYORS AND MANAGERS ASSOCIATION

This Recruitment Profile provides background information on the South Suburban Mayors and Managers Association and outlines factors of qualification and experience identified as desirable for Candidates for the Executive Director position to possess. The Profile was prepared following interviews with the Board of Directors, departing Executive Director, and key Staff, as well as from review of written materials relevant to the Association and the Executive Director position.

Importantly, this Profile will be used as a guide in the recruitment process, providing specific criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

All inquiries relating to the recruitment and selection process for the Executive Director position are to be directed to the attention of the consultant working with the South Suburban Mayors and Managers Association:

Sarah McKee, Vice President

GovHR USA
630 Dundee Road, Suite 130
Northbrook, IL 60062
TEL: 847-380-3240
FAX: 866-401-3100

Formal applications should be submitted to:
www.govhrusa.com/current-positions/recruitment



PROFESSIONAL ANNOUNCEMENT

EXECUTIVE DIRECTOR

The South Suburban Mayors and Managers Association is comprised of elected and appointed local government officials from 45 jurisdictions representing over 700,000 citizens in a large and recognized urban area in the greater Chicago metropolitan area. The Association seeks highly qualified Candidates for its Executive Director position, which is being voluntarily vacated by a long-tenured, highly-regarded professional. Since its incorporation in 1978, the Association has only had two Executive Directors. The Association has a 14-member Executive Committee, a Standing Committee system and a committed and active membership, supported by a small and capable staff of fifteen with an annual budget of approximately \$1.1 million. The Association is a premier, long-established council of governments which represents its membership in policy development, intergovernmental interaction, and advocacy for the needs and concerns of its constituents including matters of legislative and regulatory actions affecting its region. Candidates for the position must have a baccalaureate degree with achievement of advanced degree (s) preferable and/or exceptional experience and education commensurate with the position. An energetic, sophisticated, personable style is important. Experience in local government administration and processes, preferably in the Chicago metropolitan area, is highly desirable, but not required. Strong leadership, superb interpersonal, communications, and analytical skills are essential. Experience in an executive capacity involving support of an Executive Committee or Board of Directors/Trustees important. Salary Range is \$110,000-\$130,000 with an exceptional benefit package. It is highly desired that the next Executive Director live in Illinois and preferably within one of the member communities. Inquire/apply in confidence by September 16, 2016 to: Sarah McKee, Vice-President, GovHR USA, 630 Dundee Road, Suite 130, Northbrook, IL 60062. TEL: 847/867-5151; smckee@govhrusa.com. Electronic application preferred at: www.govhrusa.com/current-positions/recruitment.



SOUTH SUBURBAN MAYORS AND MANAGERS ASSOCIATION

Incorporated in 1978, the South Suburban Mayors and Managers Association is a council of governments in Cook and Will County, Illinois, located in the greater Chicago metropolitan area. More than 700,000 people reside in the Association's 45 member municipalities.

Each member municipality has a voting delegate to the Association and Mayors and Managers from member municipalities may serve on the Association's committees. These committees and the Association's Board of Directors are supported by an authorized staff of fourteen full-time and one part-time, including the Executive Director.

The Association is a registered Not for Profit in the State of Illinois and is in the process of renewing its 501(c) 3 status with the State of Illinois and is supported by membership dues and grants.

PURPOSE OF THE ASSOCIATION

The purpose of the South Suburban Mayors and Managers Association is to foster intergovernmental cooperation among municipalities and between municipalities and other levels of government to provide research and technical assistance in the development of solutions to local problems presented by member municipalities; to articulate positions, and, when appropriate, implement solutions to regional, state and countywide problems; to serve as an information clearinghouse for member municipalities; to provide training and educational programs designed to foster leadership development and an understanding of municipal issues; to uphold and advocate principles of effective local government; and to otherwise lessen the burdens of government.



The Association is structured to address five specific areas for the South Suburban member communities. One is Economic Development, which contributes to the long-term vitality and regional growth of the member communities. A second is as a partner and resource for local governments that want to improve housing in their communities. Thirdly, the Association is committed to plans and projects that enhance the region's transportation and mobility systems. Fourth is the Association's commitment to leverage technologies in the region that support

the demands of business, education and local government. Finally, the Association creates, promotes and delivers consensus-backed, regional solutions that make its member communities more liveable, and protect or enhance the natural environment.

ORGANIZATIONAL STRUCTURE OF THE ASSOCIATION

The Association is served by a President, Vice-President, Secretary, Treasurer, and an Executive Committee. The Association Officers are also members of the Executive Committee. Other current members of the Executive Committee include the Two At-Large Members from Cook County, One At-Large Member from Will County, the Immediate Past President of the Association, the Chairmen (or co-chairmen) of the Association's Standing Committees: Legislative and Intergovernmental, Public Safety, Transportation, Management and Finance and a Manager and Finance representative. In addition to these Committees, the Association also has a Little Calumet River Watershed Planning Council, The Chicago Southland Housing and Community Development Collaborative, and the Chicago Southland Economic Development Corporation.

The President, Vice-President, Secretary and Treasurer of the Association are elected from among the membership and serve a one-year term. These positions then appoint the additional Members of the Executive Committee along with the Chairs of the Standing Committees.

The President of the Association serves as the principal spokesperson for the Association and represents the Association in discussions of mutual concern with other governments or governmental associations. The President may delegate this responsibility to any delegate or the Executive Director of the Association. The President also is responsible for conducting the Executive Committee meetings and the regular or special meetings of the

Association. The President also appoints annually, with the concurrence of the Executive Committee, a Nominating Committee which makes recommendations to the President of the Association. The Executive Committee is responsible for approving the appointment of, and may enter into a contract with, the Executive Director.

EXECUTIVE DIRECTOR AND STAFF

The Association employs an Executive Director to manage, coordinate, and address the varied activities of the Association. The Executive Director preferably should be an individual with professional training in government with a demonstrated ability to work in an intergovernmental agency with elected and appointed officials of member municipalities. The Executive Director is responsible for the investment of funds held by the Association, preparing minutes and summaries of the Association meetings, and provides technical assistance to member municipalities on matters of concern to the Association. The Executive Director is appointed and removed by a majority vote of the entire Executive Committee. The Executive Committee is responsible for the coordination of an annual performance evaluation of the Executive Director in which all members of the Committee participate. The Executive Director has the authority to hire personnel for approved staff positions, obtains equipment, and maintains office facilities necessary to perform functions of the Association.

The Director and Staff are charged with building the leadership capacities of local officials through education and training and through committee and study group participation. They undertake research and provide timely information on emerging issues, distribute and explain complicated issues, and recommend policies and best practices on a range of governance issues. The Association is an advocate for interests common to member municipalities in federal, state, regional, and county forums in order to combine the impact of their collective influence and to relieve individual members from the need to inform themselves about, and from the costs of responding to, a myriad of complex issues.

Furthermore, the Association examines municipal impacts of pending state and federal legislation, informs members of the progress of legislative proposals, develops positions in furtherance of municipal interests, assists members in voicing their views on relevant legislation, and (when appropriate) develops and advocates legislative initiatives. This would also include evaluating the administrative, fiscal, and legal impacts of existing and proposed government policies and actions relating to highly technical infrastructure issues (such as those involving telecommunications, cable television, electric power, natural gas, information technologies, and environmental protection).

The Association also provides a forum for local participation and training in countywide and regional transportation planning, directs the annual allocation of federal surface transportation (STP) funds, and facilitates consideration of state-of-the-art options regarding our transportation future (currently overseeing the development of a various transit plans, organizing multi-jurisdictional transportation studies, and promoting greater regional attention to the issues of regional air capacity). They also work to ensure that members are an active part of local and regional initiatives to address land use, economic development, regional development and housing issues, as well as address a variety of environmental and public safety issues.



CANDIDATE QUALIFICATION CRITERIA

The current and predictable issues, needs, challenges, and attainment of the goals and objectives of the South Suburban Mayors and Managers Association call for particular leadership, experience, skills, values, and professional commitment on the part of the organization's next Executive Director. The following factors of education, experience, leadership, management style, and personal traits have been identified as *ideal* attributes for the Executive Director to possess in order to function effectively in the position. The salary range for this position is \$110,000-\$130,000 depending on qualifications and an excellent benefit package. The next Executive Director shall live in Illinois and preferably within one of the member communities.

Education and Experience

(not listed in order of importance or priority)

Have a baccalaureate degree in a field of study significant to the position, with achievement of a relevant graduate degree(s) highly desirable and/or a combination of education and experience commensurate to the position.

Ideally, have experience working at an executive level with a Board of Directors/Trustees and with a formal Committee system, together with experience in a Council of Governments, City or County government or similar policy-making organization, which included exposure to a wide range of local government-related services and programs.



Have the managerial maturity, experience, self-confidence, and strength of personal convictions to assertively provide administrative insights, counsel, and leadership to the Executive Committee, Membership, and Staff, effectively "guiding and growing" a mature organization.

Substantial familiarity with the Chicago metropolitan area and its variety of governmental structures is highly desirable.

Experience in public policy/legislative affairs and related activities and established contacts in Cook and Will County and the Chicago metropolitan area is extremely desirable.

Have experience or familiarity with legislative lobbying and the ability to direct, coordinate, and support legislative interaction on behalf of the Association, including personal appearances in such activities, as appropriate.

Have full appreciation for "information gathering" and data analysis, to guide in-depth and comprehensive consideration with Association Committees for the study and development of policy positions.

Have successful experience in financial management, including budget development and control, and a reputation for conscientious expenditure of funds.

Have demonstrated experience in grant writing, administration and source location for a variety of grants that would be beneficial to the Association. A strong background in obtaining a variety of outside revenue sources for the Association and its membership is highly desirable.

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Be experienced in taking the initiative in providing strong leadership and vision in assisting a Board and Membership to identify, analyze, and thoroughly deliberate and address policy questions which are critical to meeting the purpose and objectives of the organization.

Be knowledgeable/familiar with legislative and regulatory processes of state and federal government agencies, as such relate to local government administration.

Have appropriate experience and ability to maintain positive and effective interjurisdictional cooperation within Cook and Will County and appropriate Chicagoland governments and related agencies, including meetings with and appearances before local and state government units and other related public, private, and non-profit organizations; be a strong and effective advocate for the Association.

Have the experience and ability to interact successfully and positively in an open, participatory climate, working effectively with diverse interests and opinions represented by elected and appointed officials, staff, citizen and public interest groups, and business and intergovernmental interests.

Have experience in and be capable of providing strong, effective leadership and coordination skills with regard to planning effective meetings and workshops.

Have demonstrated ability to direct a policy-making, membership services organization and to coordinate and enable staff in support of the Committees of the Association.

Be knowledgeable of strategic planning principles and have experience in the implementation of goals and objectives, and the ability to provide a sense of direction to a complex, multi-interest organization.

Be capable of finessing politically sensitive situations with tact and diplomacy.

Be effective in "building bridges" with other organizations and agencies.

Be an able project and program manager.

Have capacity to attract, develop, motivate, lead, evaluate, and retain a small, highly skilled professional staff, following a team style and being sensitive to training and development needs for individual staff.

Be proficient in providing orientation and leadership development training for newly-elected officials and members of the Association.

Management Style

Be an outgoing, enthusiastic chief administrative officer who can readily earn respect and credibility inside and outside the organization, possessing particular ability to instill confidence in and continue the long-standing, strong and positive image of the Association and its activities, programs, and services.



Executive Director

Be an effective communicator and consensus-builder with strong public speaking and writing skills, being comfortable as a major spokesperson for the Association together with Officers and Committee Members; also be a good listener— “hear” what others say.

Provide strong leadership, counsel, and support to Association Officials and Membership, being adaptive to changing personalities and styles of group interaction; while being respectful and diplomatic, do not be intimidated by others.

Be a “get it done,” “keep things moving” chief administrative officer who has a reputation for achieving positive results on behalf of the organization.

Be capable of preparing and overseeing the preparation of comprehensive, concise reports and recommendations, offering policy options and recommended courses of action for review and consideration by the Executive Committee, Association Committees, and Members, as appropriate.



Be particularly proficient at developing and maintaining lines of communication throughout the organization which will result in provision of clear, reliable, and credible information to a diverse membership and a complex organization.

Have the ability to fully utilize the talents and commitment of professional staff, encouraging development and consideration of innovative and creative approaches to fulfil the mission of the Association.

Be “service-oriented” and ensure such a posture among staff, all being extremely responsive to membership requests and needs.

While not attempting to “direct” the Executive Committee, be assertive in anticipating, initiating, and recommending policies and programs for Committee and Membership consideration.

Personal Traits

Possess and exemplify high moral standards, personal behaviour, and ethics, with a background of complete integrity.

Have respect and a positive attitude toward public service and public officials, and a strong personal commitment toward contributing in the “public arena.”

Be comfortable and willing to work in a low-key but fast-paced, professionally demanding environment including attendance at meetings and events beyond regular office hours.

Be capable of being an effective “leader of leaders.”

Have a sophisticated style and be able to interact effectively with persons in positions of influence, power, or high-placed positions of authority (e.g., leading legislators, Mayors, the Governor, etc.), having no reluctance to initiate contacts with such persons.

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Be a skilled negotiator, one who can represent the Association well with all constituencies and contacts, and in the development of alliances and partnerships with other organizations.

Have the ability to facilitate discussion at Committee and Staff meetings, making an effort to ensure that all views are heard; have an inclusive and participatory style.

Have no predisposition or personal agenda which conflicts with Association policy goals and objectives.

Understand the workings and nature of "politics;" be perceptive and able to anticipate or be sensitive to possible challenges and outcomes.

Be willing to commit a reasonable period of time and tenure in service to the Association.



Municipalities

South Suburban Mayors and Managers Association

