



**Village President**  
David Liska  
**Trustees**  
Richard M. Hubacek  
Mike Grossi  
Jim Sudkamp  
Maria A. Ramirez  
Midalia Nevarez  
Jim Nitka

## **Village Administrator**

### **Village of Forest View, Illinois**

The Forest View, Illinois, a community of approximately 792 residents located in Cook County near Harlem Avenue and I-55, is seeking qualified candidates for the position of Village Administrator.

The Village Administrator is appointed by the Village President with approval of the Village Board and serves as the chief administrative officer responsible for the daily management and operation of Village government.

### **Position Overview**

Under the direction of the Village President and Village Board, the Village Administrator performs professional and administrative work overseeing the operations of the Village. The Administrator supervises all departments, manages day-to-day governmental functions, and ensures efficient delivery of municipal services to residents.

### **Key Responsibilities**

- Direct and supervise the daily operations of Village government
- Oversee administrative, financial, and operational functions
- Prepare and oversee the Village budget and financial management activities
- Assist with grant writing and external funding opportunities
- Support policy development and implementation
- Facilitate communication between Village officials, staff, and residents
- Provide professional recommendations to the Village President and Board

### **Minimum Qualifications**

- Bachelor's degree in public administration or a related field
- Minimum of three (3) years of relevant municipal or public sector experience
- Demonstrated experience in local government operations, budgeting, and human resources
- Strong communication, leadership, and collaborative management skills
- Commitment to high-quality public service

## **Hiring Process**

The candidate screening process may include:

- Resume and qualification verification
- Skills testing
- Interviews
- Reference checks
- Other job-related evaluations

Final candidates will be subject to a background and criminal history investigation, as well as post-offer medical testing and drug screening.

## **Compensation and Benefits**

Salary will be commensurate with experience, with potential annual increases based on performance as determined by the Village Board.

Benefits include:

- 10 vacation days per year
- 5 personal days per year
- 12 sick days per year
- Health, dental, vision, and life insurance eligibility after 90 days for employees and eligible dependents
- Participation in the Illinois Municipal Retirement Fund retirement plan (employee and employer contributions required)
- Professional development opportunities through approved seminars and conferences

*A take-home vehicle is not provided.*

## **Application Process**

Interested and qualified candidates should submit a resume and five professional references in confidence to the Village Clerk via email address to [lmcguffey@forestview-il.org](mailto:lmcguffey@forestview-il.org)

**Resumes will not be accepted via U.S. Mail or hand delivery.**

### **Application Deadline:**

Tuesday, March 31 at 3:00 PM

The Village of Forest View is an Equal Opportunity Employer (EOE).