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**JOB DESCRIPTION POSITION:** Director of Administration Village Barrington Hills, Illinois.

**POSITION TITLE:** Director of Administration.

The Village of Barrington Hills, a home rule community located in Cook, Kane, McHenry and Lake Counties, (pop. 4209), is seeking applicants for the position of Director of Administration, a full-time position, reporting directly to the Village President. This position will be open as of January 1, 2018. The Village of Barrington Hills is located 40 miles northwest of the City of Chicago and spans 29 miles. The Village is comprised of large acreage residential properties and has no commercial or industrial uses.

**POSITION SUMMARY:**

The Director of Administration is a Village Officer, appointed by the Village President with the approval of the Village Board of Trustees. The Director of Administration supervises the affairs of the Village in regard to planning, roads, zoning, building and general administration. In particular, the Director of Administration assists in the preparation of budgets for the review and approval by the Board of Trustees. The Director is responsible, together with the Village Treasurer and the Chief of Police, for the administration of the budget after its adoption. With the advice and consent of the Board of Trustees, the Director represents or appears on behalf of the President in matters of interest to the Village. Further, the Director assists other Village Officers in a manner consistent with the responsible discharge of their duties.

**POWERS AND DUTIES:**

**Administrative Supervision:** The Director of Administration shall, on behalf of the President and Board of trustees, supervise the affairs of the Village in regard to planning, roads, zoning, building and general administration. With the advice and consent of the Board of Trustees, the Director shall represent or appear on behalf of the President in matters of interest to the Village. The Director shall assist other Village Officers in a manner consistent with the responsible discharge of their duties; provided, however, that in no event shall the Director's supervisory duties be construed to include the Police Department or the Office of Treasurer.

**Investigation of Complaints:** The Director of Administration shall receive and transmit for investigation by the appropriate committee chairman, Trustee, Village officer, board or commission all complaints in relation to matters concerning the administration of the government of the Village or services rendered by the Village.

**Budget Preparation, Responsibility:** The Director of Administration together with the Village Treasurer, upon direction of the Village President, shall assist in the preparation of budgets, other than the Police Department budget, and submit such budgets, through the appropriate committee chairman, with his opinion and recommendations covering their important features for the review and approval by the Board of Trustees. The Director shall assume responsibility, together with the Village Treasurer and the Chief of Police, for the administration of the budget after its adoption.

**Recommendations:** The Director of Administration shall recommend, through the appropriate committee chairman, the consideration by the Board of Trustees of such policies, resolutions or ordinances as he may deem necessary or suitable for the health, safety or welfare of the Village, or for the improvement of the services rendered by the Village.

**Other Additional Powers and Duties:** The Director of Administration shall perform such other duties or dispense such instructions on policy or service as may be required by the Village President in a manner consistent with the applicable provisions of the Village Code.

The Director of Administration serves as a strong liaison between the Counties of Cook, Lake, McHenry, and Kane. This position will also act as a liaison between the School Districts of Dist. 220 and 300 as well as the 5 fire agencies and county road districts as well as IDOT. Further, this position will also serve as liaison to all entities holding IGAs, any future entities to establish IGAs and associations and councils such as BACOG, IML, LCML, MCCOG, and the MMC.

The Director of Administration receives residents' suggestions and complaints and works toward acceptable solutions and provides firm guidance as to the applicability of resident issues relying upon the Village Code and the laws of the State of Illinois.

The Director of Administration has authority to make contracts, purchase supplies and materials and provide labor for any work under his/her supervision involving not more than \$10,000.00 except that any purchases and/or contracts exceeding \$10,000.00 must first be recommended by the Service Committee and approved by Council.

The Director of Administration shall create a supportive and responsive work environment for employees, which includes regular staff meetings, employee evaluations coordinated by the Personnel Committee and implementation of performance improvement plans as needed.

The Director of Administration is responsible for employee motivation and discipline including coaching, corrective counseling and oral or written reprimands, suspensions or terminations in accordance with established policies. The Director of Administration shall comply with all provisions of the Village of Barrington Hills Policy Manual and ensure that all employees under his/her supervision are in compliance with same.

**SUPERVISION:** The Director of Administration shall be under the general supervision and control of the Village President, and shall have such other powers and duties as are prescribed by ordinance or by law and which are not inconsistent with the relevant laws of the Village of Barrington Hills and the State of Illinois.

**DISCLAIMER:** The foregoing Job Description does not constitute an Employment Contract. The position of Director of Administration is "at will", and the Director of Administration serves at the pleasure of the Village President with consent from the Village Board of Trustees.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Job Description is intended to identify and illustrate the kinds of duties that may be assigned to an employee holding such a position and is not to be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

**COMPENSATION:** The expected annual salary range is \$80,000 to \$125,000, with additional traditional employee benefits. Interested candidates should submit a cover letter, resume, and list of no less than three professional references to: Village of Barrington Hills; ATTN: Village President Martin McLaughlin via e-mail to [mmclaughlin@vbhil.gov](mailto:mmclaughlin@vbhil.gov) and [ckonicek@vbhil.gov](mailto:ckonicek@vbhil.gov). **No telephone calls are being taken relative to this job posting.** Applications are being accepted through December 15, 2017. Thereafter, qualified candidates will be invited to a personal interview. This position is open until filled.