

# The City of Crystal Lake, Illinois



*Invites your interest in the position of*

**Deputy Director of  
Public Works and Engineering**

## AN EXCEPTIONAL OPPORTUNITY



This is an exceptional opportunity to provide future vision and guidance to the Public Works 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 2020 was 40,269. The City encompasses 18.7 square miles of land with 15,371 households, an average household income of \$106,989 and a median home price of \$233,400.

## THE POSITION

Under the general direction of the Director of Public Works and Engineering, the Deputy Director of Public Works and Engineering assists in providing leadership, direction and oversight for the overall operation and activities of the Public Works Department. This position works in an environment that is both politically and financially stable.

## CANDIDATE CRITERIA

Minimum Job Requirements Are:

- Bachelor's Degree in Civil Engineering, Public or Business Administration, or closely related field;
- State of Illinois P.E. registration preferred;
- At least 6 years of progressively responsible related work experience in Civil Engineering and Public Works Operations with previous supervisory experience;
- Strong understanding of water, wastewater and sewer systems combined with a comprehensive knowledge of capital infrastructure development; credible communicator with superior writing abilities;
- Thorough understanding of annual and capital budgeting, alternative service delivery 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.
- Effective coaching/mentoring skills with relevant team building experience and conflict resolution skills in a union environment with a solid background in performance management; and
- Politically astute with the ability to build productive relationships with the community.

Desirable Attributes Include:

- A **visionary** with the highest integrity, who believes in transparency, promotes high ethical values, and works well with the Director, City Manager, Public Works and Engineering team, 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 positive reputation of the APWA accredited Crystal Lake Public Works Department;
- A **professional** who demands excellence and will be the positive public face of the Department, is well-respected by the public works staff, and is an effective organizer;
- A **collaborator** with other Department Directors, a mentor for Public Works Department staff and a community 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 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 2015, the City was named the 10<sup>th</sup> *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.
- The City was recently featured in *Crain's Chicago Business* as a clear leader that is always moving forward when it comes to retail, restaurant and business opportunities.
- Crystal Lake has an array of new housing options, including apartments, condos, and single-family homes and active adult (55+) communities, and continues to grow with new developments.
- Crystal Lake is a growing hub for healthcare and medical services. Currently home to numerous medical offices and clinics, Mercy Health is currently constructing a \$105 million hospital and multi-specialty campus that will open in the spring of 2023.
- Recent commercial developments include Mariano's, Steinhafels, Edge Fitness, Raising Cane's, McAlister's Deli, Ulta Beauty, a proposed Amazon Distribution facility, and many others.



## KEY DUTIES/RESPONSIBILITIES

- Participate in the development and implementation of the Public Works Department goals, objectives, work plans, operating and capital budgets, policies, procedures and priorities; provide consultation to the Director on the development of engineering programs, services, and projects.
- Planning, organizing, and managing of assigned engineering activities of the Public Works Department including consultant contract administration, engineering design, review of private development infrastructure, survey, construction and inspection of City facilities, capital improvement projects, as well as related special projects.
- Monitoring and evaluating the efficiency and effectiveness of the City's Public Works Department's services and maintenance programs; assesses workloads, workflow, administrative processes, contract, and support systems to identify opportunities for improvement and reviews with the Director, conducts a variety of organizational, engineering studies and investigations, value analyses, and develops or recommends modifications to programs, policies, and procedures as appropriate; identifies problems and implements appropriate solutions.
- Identify solutions to a variety of infrastructure needs such as roadway safety, traffic, stormwater, potable water and wastewater.
- Establishing and maintaining effective working relationships with the Director, City Manager, City Department Directors, business and community groups, other public works organizations, state and federal officials, and representatives of the news media and public;
- Investigating and/or responding to citizens' questions, concerns and/or complaints relating to the Public Works Department;
- Overseeing the selection, training, supervision, performance management, and development of employees in the Public Works Department in accordance with City policy;
- Maintaining fair and consistent treatment of all employees in the Public Works Department and compliance by employees with all City policies and procedures including bargaining unit employees;
- Modeling for staff that all work performed in the Public Works Department meets the City's high standards for customer service, accuracy, quality, and efficiency;
- Assisting in directing activities of the Public Works Department to ensure that appropriate communication and coordination of efforts occur with other departments of the City and all other state and federal agencies;
- Assisting in planning and implementing programs effectively so that all operations of the Public 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;
- Managing and supervising the implementation of strategic and long-range plans for the Public Works and Engineering Department consistent with the City's long-range plans;
- Creating methods of ascertaining internal and external customer service quality goals and key performance indicators (KPI's) of services and programs;
- Implementing management reporting and control systems and processes to provide for the efficient operation of the Department and assist in the implementation of the Department's asset management system;
- 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.





## 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 nineteen years. The City Manager is also responsible for all employment decisions. 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 and Engineering*: Engineering, Water and Sewer, Wastewater, Fleet and Facility Services, and Streets; *Community Development*: Building, Planning and Economic Development; *Public Safety*: Fire Rescue and Police and *Three Oaks Recreation Area*. The City is a full-service municipality with an AAA bond rating. The City has a current annual budget (all funds) of over \$100 million, with over 360 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.

## 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.

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.

## 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.

## PUBLIC WORKS DEPARTMENT

The Deputy Director of Public Works and Engineering, who reports directly to the Director of Public Works and Engineering, assists in leading a Department of 62 personnel with an annual operating budget of \$13 million. The non-supervisory staff is represented by International Union of Operating Engineers Local 150.

This is a newly created position for the City of Crystal Lake.

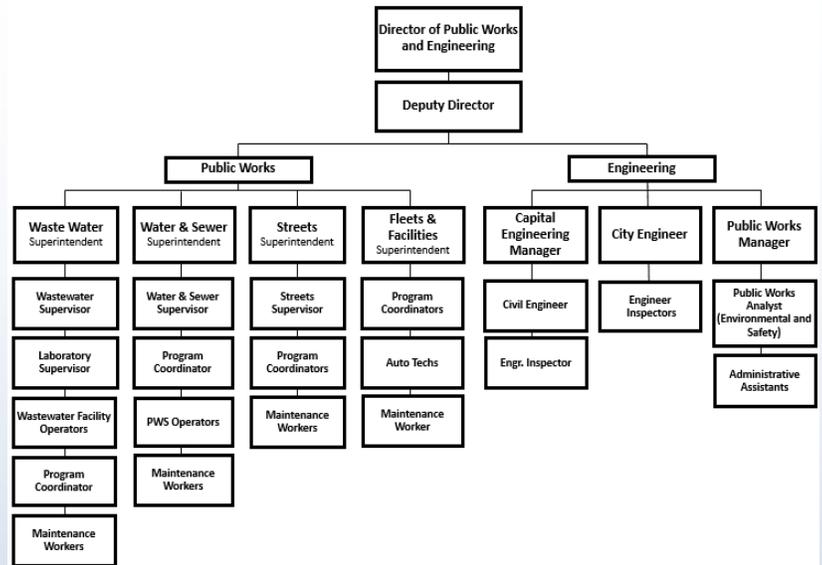
The Department's Divisions include:

- Administration
  - Responsible for budgeting, administration, personnel, and procurement related activities.
- Engineering
  - Oversees city infrastructure projects from concept planning through design and construction.
  - Design and construction of annual maintenance programs (resurfacing, pavement markings, concrete, pavement rejuvenation, etc.)
- Water & Sewer
  - Operates five water treatment plants producing 4.08 million gallons a day with 11 wells and 8 storage tanks/towers.
  - Maintains 175 miles of sanitary sewer, 187 miles of storm sewer and 230 miles of water main.
- Fleet & Facilities
  - Responsible for the maintenance and repair of 350 city vehicles and equipment (including fire and rescue equipment), in addition to the maintenance of the Municipal Complex.
- Streets
  - Maintains 326 lane miles of streets, 18,900 trees, 23 commuter and City parking lots, downtown streetscape, and performs special projects for the community.
- Wastewater
  - Operates two wastewater treatment plants and laboratory treating a combined 3.6 million gallons a day.
  - Responsible for 38 sanitary lift stations.

The Public Works Department received APWA Accreditation in 2017. It is expected the Deputy Director will support this course of action as the department staff continues to develop and recommend processes for the maintenance and improvement of "best practices" procedures and the delivery of all services.



## DEPARTMENT ORGANIZATIONAL CHART



## COMPENSATION AND BENEFITS

The Fiscal Year 2022-2023 salary range for this position is \$108,360 - \$165,747. 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](http://www.crystallake.org) for additional information regarding our community and to learn more about this exciting opportunity.

## 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](http://www.crystallake.org). The position will remain open until filled. Applications will be considered as 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](mailto: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.



CITY OF CRYSTAL LAKE – AN EXCEPTIONAL OPPORTUNITY