

# The City of Crystal Lake, Illinois



*Invites your interest in the position of*

# Building Commissioner

## AN EXCEPTIONAL OPPORTUNITY



This is an exceptional opportunity to provide future vision and guidance in Community Development in the largest community of one of the fastest growing counties in Illinois.

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.

## THE POSITION

Under the general direction of the Director of Community Development, the Building Commissioner of the City of Crystal Lake provides leadership, direction and oversight for the overall operation and activities of the Building Division. The City of Crystal Lake is a politically and financially stable community.

## CANDIDATE CRITERIA

Minimum Job Requirements Are:

- Bachelor's Degree in structural engineering, architecture, construction technology or related field;
- At least 10-12 years of related work experience in construction and/or building inspection with considerable management experience preferably in a municipal setting; and
- Certification as a Certified Building Code Official or similar credentials;
- Comprehensive knowledge of current construction 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 proactive and community-oriented manner.

Desirable Attributes Include:

- A **visionary** with the highest integrity, who believes in transparency, promotes high ethical values, and works well with the City Manager, developers, business owners 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 and fortifying a vibrant community development process;
- A **professional** who demands excellence and who will be the positive public face of the Department, is well-respected by staff, and is an effective organizer;
- A **collaborator** with other Division Managers and Department Directors, a mentor for Community Development staff, a person with a progressive view of development, and an effective 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

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 area the City encompasses is 18.7 square miles of land with 15,176 households, a mean household income of \$85,310 and a median home price of \$227,300.

In 2010, the City completed a citizen survey through The National Citizen Survey™ (The NCS). Below is a summary of the results of the recently 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."

- About 87% of those completing the questionnaire said they felt "very" or "somewhat" safe from violent crimes.

- Residents rated eight City public safety services; of these, all eight were rated above the benchmark comparison.



### Job Duties/Responsibilities Include:

- Establishing and maintaining effective working relationships with the City Manager, City Department Directors, Division Managers, business and community groups, developers, contractors, other 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 Building and Community Development;
- Overseeing the selection, orientation, training, performance management, and development of Building Division employees in the Community Development Department in accordance with City policy;
- Maintaining fair and consistent treatment of all employees in the Community Development Department and compliance by employees with all City policies, procedures and ordinances;
- Modeling for staff that all work performed in the Department meets the City's high standards for customer service, accuracy, quality, and efficiency;
- Directing activities of the Building Division to ensure that appropriate communication and coordination of efforts occurs with other departments of the City, surrounding jurisdictions and all other agencies;
- Planning and implementing programs effectively so that all operations of the 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 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.





## 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 ten 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*: Public Water Supply, Underground, Wastewater and Lifts, 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 \$91.32 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 leader in the region 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. No municipal utility tax, no local income tax and no general business licenses are required.

## 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 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.

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.

## 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, Columbia College of Missouri and Webster University.

Theatrical performances, concerts, and other cultural events are held at the Raue Center for the Performing Arts. A 16-screen movie theatre provides current cinematic experiences and an unlimited number of restaurants allow patrons to enjoy the meal of their choice before or after the show. Shoppers can patronize a variety of stores and service providers that range in size from small independents to large nationally-recognized chains.

## COMMUNITY DEVELOPMENT DEPARTMENT

The Building Commissioner, who reports directly to the Director of Community Development, leads a Division of 5 technical personnel and closely interacts with the staff in the Divisions of Engineering and Planning as well as the Departments of Public Works and Fire Rescue. The Community Development Department has an annual operating budget of \$3,538,994. In 2013, the Crystal Lake Community Development Department processed over 2512 building permits and conducted over 6215 inspections and 1487 plan reviews.

This opening comes with the retirement of the current Building Commissioner who has 8 years of service with the City of Crystal Lake.

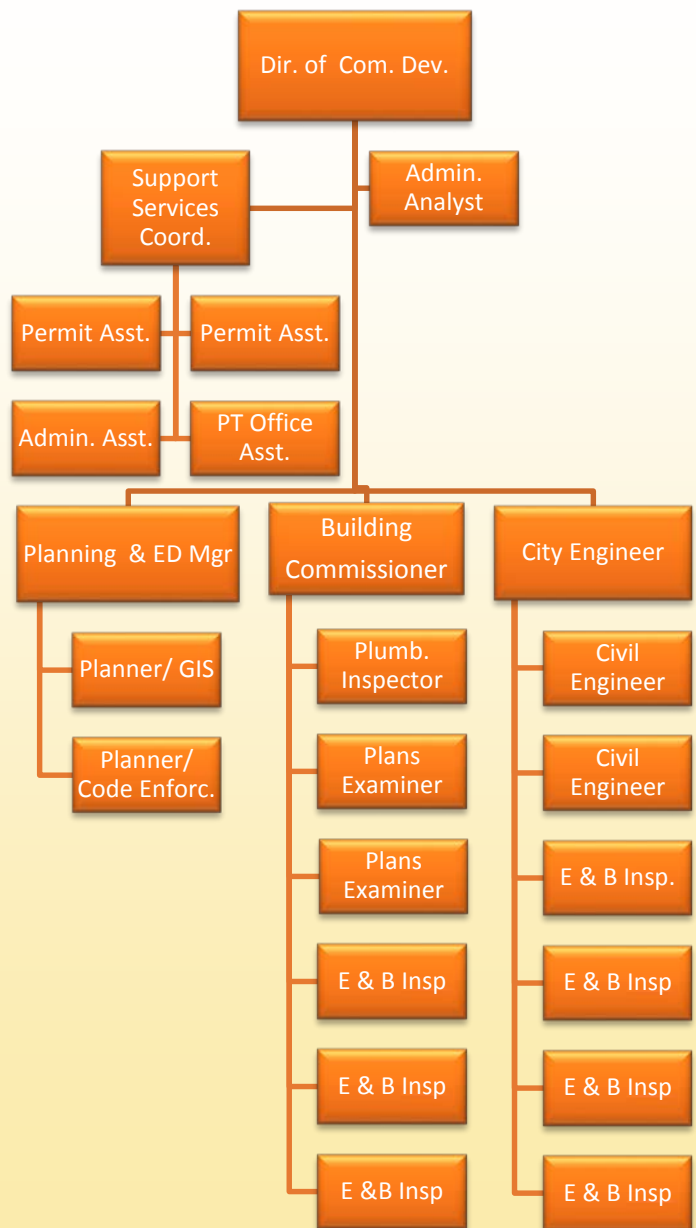
The Crystal Lake Community Development Department provides high quality customer service to visitors, residents and business owners in the City of Crystal Lake.

All of the Department's full-time, part-time and seasonal personnel are dedicated to activities related to the community. The Department's management team currently consists of the Building Commissioner who works for the Director of Community Development alongside his/her peers- the City Engineer and Planning and Economic Development Manager.

Over the years, significant improvements in the building and development processes have been made and it is anticipated that the new Commissioner will have highly effective department staff to work with as they continue to refine and recommend processes for the maintenance and improvement of "best practices" procedures and the delivery of all services.



Community Development Department Organizational Chart





## COMPENSATION AND BENEFITS

The Fiscal Year 2014-2015 salary range for this position is \$86,382 to \$116,376. Salary 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, 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.

## PROCESS

Deadline to submit letter of interest, resume, salary history, three professional references, and completed application is June 16, 2014. Applications can be downloaded at [www.crystallake.org](http://www.crystallake.org).

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 Ann Everhart, Director of Human Resources at 815.356.3653 or [aeverhart@crystallake.org](mailto:aeverhart@crystallake.org)

Completed application packages should be sent to:  
Ann Everhart, Director of Human Resources  
City of Crystal Lake  
100 W. Woodstock Street  
Crystal Lake, IL 60014

Voice: 815-356-3653  
Fax: 815-356-3690

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.