

City of Harvard

201 W. Diggins St.

Harvard, Il. 60033

(815) 943-6468

Recruiting for the position of City Administrator

The City of Harvard is seeking qualified applicants for the full-time position of City Administrator. Starting salary range is \$125,000 to \$160,000, depending on qualifications. The City of Harvard offers a competitive compensation package and an excellent benefits package including medical insurance, paid vacation and sick leave. The City Administrator is an exempt, non-union position. Over the past 36 years, the City has had only two City Administrators.

ABOUT THE CITY OF HARVARD

Harvard is a city located in McHenry County, Illinois, approximately 7 miles (11 km) south of the Illinois/Wisconsin border. The population was 9,469 at the 2020 census. The city is 63 miles (101 km) from the Chicago Loop, and is the last stop on the Metra's Union Pacific/Northwest Line.

In 1942, the city instituted an annual celebration known as Harvard Milk Day. A lavish parade down whitewashed streets, presided over by a large plastic Holstein cow named Harmilda, attracted thousands. Celebrations aside, dairy farming declined as farmers found it easier and as profitable to supply metropolitan Chicago's supermarkets with produce. However, the Milk Day celebration continues, having just celebrated its 81st year in June, 2022.

With urban expansion overrunning eastern McHenry County in the late 1960s, Harvard's rural setting became a model to many who opposed that growth. County government was lobbied to adopt land-use plans in order to preserve agricultural areas. Many Latinos who came to work as temporary pickers and processors remained in Harvard as landscape laborers, significantly changing the community's population makeup. The City is committed to embracing this cultural diversity, continuously striving to offer diverse services and improve community integration.



THE MUNICIPAL ORGANIZATION

The City of Harvard is a non-Home Rule community, operating under the Mayor/Council form of government. As the elected legislative body, the City Council is responsible for considering and enacting the various Codes and Ordinances of



the municipality. The City Council represents the community and develops a long-range vision for its future: establish policies that affect the overall operation of the community and represent the residents' needs and wishes. To ensure that these policies are carried out and that the entire community is equitably served, the Mayor, with advice of the City Council, appoints a City Administrator on the basis of his/her education, experience, skills, and abilities (not their political allegiances). If the City Administrator is not responsive to the governing body, it has the authority to terminate the administrator at any time. This combines

the political leadership of an elected City Council with the professional administrative and managerial experience of an appointed City Administrator.

The City Council is comprised of a Mayor and eight (8) Council Members representing specific geographic areas, or Wards, of the community. The City Council meets regularly on the fourth Tuesday of each month. The Council Members are divided among four committees, one Council Member from each Ward. These committees meet on an as-needed basis and include Administration, Community Development, Transportation and Parks and Recreation. A Committee of the Whole, comprised of all 8 Council Members, is held by the Mayor on a quarterly basis. All meetings are open to the public.

The City Administrator oversees the daily operations of the City, supervising 41 full-time employees, as well as part-time/seasonal employees. Within the next three years, the City will experience significant change in full-time staff, as several long-time employees, including Supervisory staff, will be retiring. This will provide the opportunity to work closely with the City Council in selecting and building a new team for the future of City operations.

The overall budget for the current fiscal year is \$28.6 million, with \$7.3 million General Fund budget. The City participates in two (2) pension plans; the Illinois Municipal Retirement Fund (IMRF) and the Illinois Article 3 Police Pension Fund. Staff is comprised of both non-union and union members. Union employees are members of either the Teamsters, or the Fraternal Order of Police (FOP). Municipal services are provided through the following departments: Administration, Police, Utilities, Community Development, Public Works and Parks & Recreation.



COUNCIL COMMITTEE AREAS OF OVERSIGHT

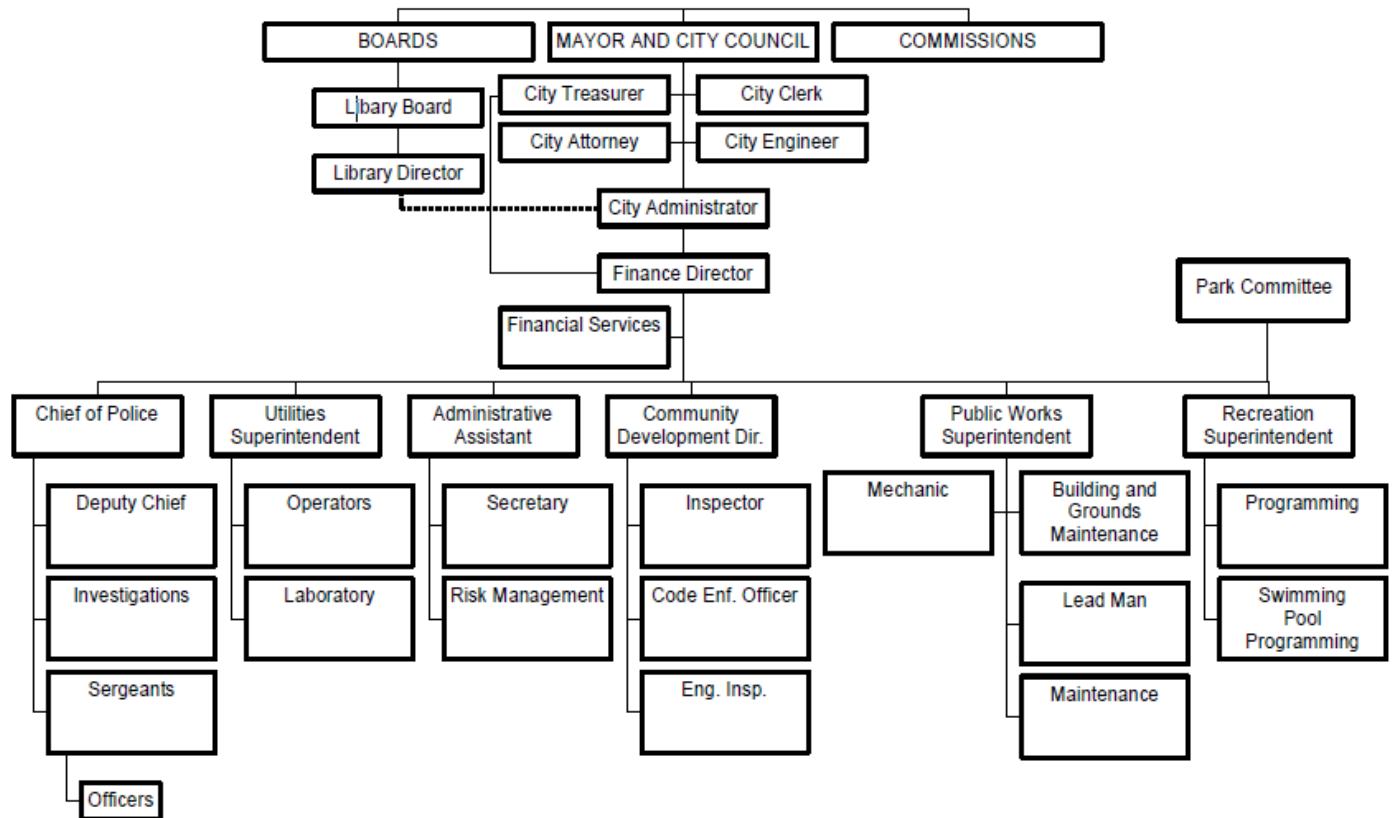
Administration: Finance, Grants, State and Federal Legislation, Personnel, Ordinances, Community Relations and Community Outreach.

Community Development: Building Issues, Public Properties, Public Works, Water and Sewer Issues, Zoning & Planning and Economic Development.

Transportation: Long-Term Transportation Planning & Goals, Sidewalk Planning & Construction, Road Signage, Bike Paths, Streets & Alleys Construction, Pedestrian Safety and Traffic Studies.

Parks and Recreation: Park & Recreation Programs, Aquatic Center, Long-Term P&R Planning and duties as defined in Section 5.04E of the Harvard Municipal Code.

ORGANIZATIONAL CHART



HARVARD DIGGINS LIBRARY

The Harvard Diggins Library functions as a separate entity, governed by a separate Board of Directors. However, the City is responsible for the levying and collection of property tax, and acts as fiduciary for these funds. The City also provides accounts payable and payroll services for the Library. The City Administrator is expected to work closely with the Library Director during the budgeting process and at other times as required.

CITY DEPARTMENTS

ADMINISTRATION: The Administration Department provides all administrative services, including payroll, personnel, accounts payable, accounting and budgeting. The Department also provides specialized clerical and administrative support to all departments of the City, which require the exercise of an advanced level of technical expertise and job knowledge. This department is comprised of a City Administrator, Administrative Assistant, Finance Director, Water Billing Clerk and Front Desk Clerk.

POLICE DEPARTMENT: The Harvard Police Department is a full-service department operating 24 hours every day. The Department currently has 17 sworn officers, including a Chief, Deputy Chief, three shift sergeants, one detective and 12 uniformed officers. The Department is supplemented by a part-time officer, a part-time crossing guard, a full-time community service/information technology officer, and a full-time records clerk. The City is a founding partner in NERCOM, which provides dispatch services for the Department, as well as several regional police and fire services.

UTILITIES: The Utilities Department is responsible for the operation and maintenance of the City's water and wastewater system. Personnel include four certified operators cross-trained in water and wastewater operations. The Department maintains three separate potable water wells with the ability to produce 3,350 gallons per minute, and is responsible for three water towers with a storage capacity of 1,553,350 gallons of water. Further, the Department operates and maintains the Wastewater Treatment Plant, which treats an average of 1.4 million gallons per day of waste water. The Plant is currently undergoing the construction of a \$22,000,000 Phase I expansion, to be completed in 2023.

COMMUNITY DEVELOPMENT: The Community Development Department provides professional land development services within the City, as well as maintaining the health, safety and general welfare of the residents and businesses. This Department consists of two staff, the Community Development Director and the Code Enforcement Officer. The Department is responsible for long-term planning, zoning, property maintenance, plan review, construction inspection, building occupancy and code enforcement.

PUBLIC WORKS: The Public Works Department is the maintenance department of all publicly owned facilities and equipment. The Department consists of seven employees which include the Mechanic and Superintendent. The Department is responsible for 51 miles of roads, 35 miles of water mains, 30 miles of sanitary sewer mains, 350 fire hydrants, 300 water main valves and 300 manholes. The Department also maintains a storm sewer system that contains 15 miles of sewers along with 650 manholes and catch basins. In many areas of the City, infrastructure is over 60 years old.

PARKS AND RECREATION: The Parks and Recreation Department is responsible for programming of all recreational activities, the operations of the aquatic center, special events and maintenance of the park system. The Department is led by a Superintendent who coordinates with Public Works to maintain nine parks covering just over 128 acres of land within the City. Part-time seasonal staff is utilized for park maintenance and the aquatic center.

CHALLENGES AND OPPORTUNITIES

In addition to day-to-day responsibilities and duties, the following additional opportunities and challenges can be expected by the City Administrator upon hire:

Sewer and Water Infrastructure: The City has an aging infrastructure that requires regular maintenance and improvements. Current planning and projects are underway to improve priority locations throughout the City. Some of these projects have been made possible due to recent grant funding through the American Rescue Plan Act (ARPA).

Road and Sidewalk Improvements: In addition to the City's annual Road and Sidewalk program, several sidewalk, road and bridge improvement projects are underway, in various phases of the process. These projects are being funded through Motor Fuel Tax (MFT) and grant funding.

Waste Water Treatment Plant: A 2015 Master Plan for improvements to our Waste Water Treatment Plant (WWTP) has resulted in an expansion project which began in early 2021. This project is partially funded through a FastTrack grant, as well as a loan provided by the Illinois Environmental Protection Agency. The project is scheduled for substantial completion by August, 2023.

A five-year Capital Improvement Plan was recently adopted to assist in the progress of these, as well as other, City improvements. Information can be found at:

[2022-2027 Capital Improvement Plan](#)



(Waste Water Treatment Plant Expansion Project)

CITY ADMINISTRATOR RESPONSIBILITIES AND DUTIES

(Ordinance No. 2022-118)

1. Attend City Council and Council Committee meetings.
2. Develop policy and procedures necessary for the operation of the City. Provide City Council with adequate information to make sound decisions and to establish policies.
3. Review all city services, assess the City's needs and report at least on a monthly basis organizational objective, the financial status of the City, and all other issues of concern to the Mayor and City Council.
4. The Administrator shall be responsible for the supervision and coordination of all work of all departments. The Administrator shall work closely with the City Clerk, Treasurer, Attorney and Engineer to coordinate efforts of the administration with their activities.
5. The Administrator shall be responsible for the hiring of all personnel necessary to fill positions created by the City Council, unless mandated by State Statute, local ordinance or policy. The Administrator shall also be responsible for the discipline and discharge of all personnel unless mandated by State Statute or local ordinance.
6. The Administrator shall exercise general direction and oversight of all activities of the finances.
7. The Administrator shall participate with the City Council in the development and establishment of short- and long-range goals and objectives.
8. The Administrator shall investigate all complaints to matters concerning the operations of city government, take appropriate action related to the outcome of the investigation, and report the matter, if required, to the Mayor and City Council.
9. The Administrator shall perform all other duties and assignments as directed by the Mayor and City Council.

PREFERRED QUALIFICATIONS

The selected candidate should possess a genuine passion for public service, with strong, working knowledge of local government operations in areas such as economic development, infrastructure improvements and municipal finance. Responsible supervisory experience and the familiarity of working in a diverse and growing community is essential. Candidates should also possess a strong ability for leadership, personal and professional ethics, and a collaborative and team-oriented approach.

- A Master's Degree in Public Administration, or related field, is preferred, and should have at least 5 years of responsible experience in municipal functions, services, operations and applicable laws in a community comparable to the City of Harvard.
- Have considerable knowledge of the principles and practices of public administration, finance, human resources and administrative functions.
- Have the knowledge and experience to work with economic development staff to continue the development of the long-range strategy, and supervise its execution.
- Have skill in managing and facilitating meetings internally as well as with the general public.
- Be committed to community involvement, have experience in dealing with media relations, community groups and organizations.
- Be skilled in managing a variety of complex projects and programs simultaneously while meeting deadlines.
- Have the ability to research and think creatively to bring innovative solutions and ideas to the organization and community.
- Be skilled in analyzing situations and making difficult and reasoned decisions.
- Have experience in establishing and maintaining effective working relationships with elected officials, department heads, employees and the public.
- Have experience in working with current technology, proficient in Microsoft Windows Programs and financial software applications, BS&A Municipal Software preferred.
- Fluency in Spanish is desired.

PREFERRED MANAGEMENT STYLE

- Have clear and concise written and verbal communication skills with an open, friendly and calm demeanor.
- Be a highly motivated, goal-oriented leader with a proven ability to quickly earn respect, gain cooperation and communicate clear direction, as well the ability to give and take constructive criticism.
- Be a critical analyst and creative thinker, have imaginative problem-solving skills, empowering employees to find new and better ways to accomplish daily tasks.
- Set high standards of performance, productivity and initiative for Departmental personnel, and be comfortable in recommending and administering disciplinary actions if necessary.
- Be proactive, anticipatory and innovative; be one who can make difficult decisions and stand behind those decisions.

INFORMATIONAL RESOURCES

[City of Harvard Census Information](#)

[2022-2023 City Budget](#)

[FY2020/2021 Financial Report](#)

[2040 Strategic Plan](#)

[Comprehensive Land Use Plan](#)

[Park System Master Plan](#)

[Unified Development Ordinance](#)

[Teamsters Union Contract](#)

[Fraternal Order of Police Contract](#)

[Harvard Diggins Library](#)

[Metra Railway](#)

Further informational resources can be found at:

[Home Page | City of Harvard Illinois](#)

APPLICATION INFORMATION

Deadline to apply is August 31, 2022 5:00 p.m.
Please send resumes with cover letter to the attention of
City Clerk Lori Moller
201 W. Diggins Street
P.O. Box 310
Harvard, Il. 60033
or email moller@cityofharvard.org

Further information may be obtained by contacting:
David A. Nelson
City Administrator
815-943-6468
nelson@cityofharvard.org



The City of Harvard is an Equal Opportunity Employer.