



CITY ADMINISTRATOR - CITY OF WEST CHICAGO, ILLINOIS

City of West Chicago, IL (pop. 25,614) A dynamic, multicultural community with a downtown on the verge of resurgence, the City is seeking a progressive leader who is comfortable balancing diverse viewpoints, fostering engagement and collaboration, and establishing a can-do culture across the organization. West Chicago has a rich history of being a multicultural community where its heritage is a powerful asset.

West Chicago is known for its desirable neighborhoods, strong schools and park system. The City is focused on downtown revitalization to create opportunities for community gathering as well as enhanced dining, and small business vitality.

Located in western DuPage County, West Chicago has a growing business park which offers large production and manufacturing opportunities as well as warehouse and service sector businesses. With two major state east/west and north/south routes, Route 59 and Route 64, and multiple train lines, access to other areas of Chicagoland is easily achieved.

The City offers Police, Public Works, Community Development, Business and Community Relations, Finance and administrative services supported by approximately 120 employees. The City Administrator reports to the Mayor and a 14-person City Council (representing seven wards). The City Administrator is responsible for the implementation of policy and the overall operations and manage budgets of more than \$57.4 million including a general fund budget of \$23.6 million plus \$14.5 million in capital spending.

Ideal candidates will possess:

- A bachelor's degree in public administration, government administration, city or regional planning, or a closely related discipline is preferred. A master's degree is a plus.
- At least three years municipal government and at least five years in similar executive leadership roles. Bilingual (Spanish) skills and multicultural experience a plus.
- Strength as a change agent; experience in leading positive changes in corporate culture along with an ability to bring creativity and openness to a dynamic environment.
- A pragmatic and collaborative leadership style with expertise and desire to foster optimism, engagement and excellence while incorporating modern management concepts, and creativity.
- Skilled negotiation skills that address fiscal issues, development, downtown revitalization, and preservation, while building partnerships with businesses and government agencies to achieve strategic goals.
- Patient diplomacy that will educate and inform elected and appointed officials, the community, and employees while guiding activities and operations to inspire the City's values and mission with a high level of integrity, energy and purpose.
- Abilities to seek alignment and establish clear expectations for staff in support of the elected officials.
- A desire to listen to the community and put the needs of the people first. An experienced communicator committed to transparency with a highly engaged community.

The City Administrator is appointed by and reports to the Mayor and City Council. Residency is not required. A salary range of \$195,000-230,000 is offered, plus eligibility for an annual performance bonus. The new City Administrator will have access to a competitive benefits package including health, dental, vision, life insurance, pension, deferred compensation and so much more.

Apply online at www.GovHRjobs.com with resume, cover letter and contact information for five professional references by November 17, 2025, to the attention of Lee Szymborski, Senior MGT Consultant or Katy Rush, MGT Approved Independent Executive Recruiter. Confidential inquiries may be directed to Mr. Szymborski at 847-380-3240 X 103 or Ms. Rush, MGT Approved Independent Executive Recruiter at 847-380-3240 X 122.

City of West Chicago is an Equal Opportunity Employer