



## Assistant Village Administrator

POSTED ON APRIL 5, 2023 AND WILL REMAIN OPEN UNTIL FILLED.

### **Overview:**

The Village of Antioch is a non-home rule community on the Illinois-Wisconsin border located halfway between Milwaukee and Chicago with a population near 15,000. The Village of Antioch has a vibrant Downtown, and provides many municipal services such as police, parks and recreation, public works, building, and community and economic development.

The Village of Antioch is seeking experienced, qualified, and team-oriented applicants for the position of Assistant Village Administrator. This is a professional level position responsible for supervising internal operations such as Economic Development, Communications, Information Technology and Human Resources. The Assistant Village Administrator may perform the duties of the Village Administrator in his/her absence. The Assistant Village Administrator is responsible for a wide variety of management tasks, special projects, research and problem-solving. The position must have knowledge of IT data management, human resource strategies and practices, budget preparation and implementation, management practices, and the ability to competently supervise staff.

The Assistant Village Administrator will exercise independent judgment and maintain a high level of confidentiality and discretion when required. Qualified applicants are well versed in municipal and government labor relations, and all applicable federal and state laws and regulations.

The position reports directly to the Village Administrator. Excellent oral and written communication skills and analytical skills are essential. *Full position description available upon request.*

### **Qualifications:**

Graduation from a four-year accredited college or university with a Bachelor's Degree in public administration, business administration, or a related field required. Master's Degree in Public Administration or a related field is a plus. Preferred five (5) years of responsible experience in a municipal environment with at least two (2) years of progressive supervisory experience. Any equivalent combination of education, training and experience providing the desired knowledge, skills and abilities necessary to perform the essential job functions of this position. A valid driver's license is required.

### **Salary & Benefits:**

The salary is DOQ. An excellent benefits package is available.

### **How to Apply:**

Interested applicants should submit a completed application (available on our website); cover letter, resume and three work-related references to:

Village of Antioch  
**Attn: Lori Romine, Human Resources**  
874 Main St  
Antioch, IL 60002  
Or email to:  
[lromine@antioch.il.gov](mailto:lromine@antioch.il.gov)

### **Equal Opportunity Employer:**

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.