

Executive Recruitment for

DECATUR, ILLINOIS

GovHR USA, LLC is pleased to announce the recruitment and selection process for City Manager for the City of Decatur, Illinois. This brochure provides background information on the City of Decatur as well as the requirements, and desired qualifications for the City Manager position. Additional information about Decatur can be found on the City's website: www.decaturil.gov.

Candidates interested in applying for the position should submit their resume and cover letter, along with contact information for five work-related references by October 19, 2018. Submit résumé, cover letter, and contact information for five professional references to www.GovHRJobs.com to the attention of Mark R. Peterson, Vice President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062 Tel: 847-380-3240.

Mark Peterson, Vice President

GovHRUSA, LLC
630 Dundee Road, Suite 130
Northbrook, Illinois 60062
847-380-3240
Formal Applications should be submitted to:
www.GovHRjobs.com



CITY MANAGER





PROFESSIONAL ANNOUNCEMENT

Decatur, IL (73,814) - The City of Decatur, IL is seeking an experienced, innovative and personable City Manager to help the Mayor & Council lead this dynamic and vibrant community. The Council is looking for a proven leader to take the reins of the municipal organization with 438 employees and an annual budget of \$175 million. They are seeking candidates with strong experience in municipal finance and budgeting, neighborhood revitalization, economic development, intergovernmental collaboration and municipal services.

Although the City of Decatur faces many of the same economic challenges as do many municipalities across the country these days, its strong local economy is underpinned by the presence of two Fortune 50 companies, ADM and Caterpillar, who together employ over 7,000 people locally. In addition, the community has a large and growing healthcare industry with over 4,500 employees. As Decatur is located in the heart of the most productive farmland in the world, the agriculture sector has been a huge part of Decatur's local economy since its inception. Decatur was recently ranked the number 1 community in the nation for Agriculture Bioscience Employment. Decatur is also home to Millikin University, ranked 9th best Midwest University by U.S. News and World Report.

The residents of Decatur enjoy a rich quality of life that is reflected in its beautiful parks, wonderful recreational opportunities such as Lake Decatur, plentiful entertainment venues, and some of the best dining options that one could expect to find outside of a major metropolitan area. If one does want to enjoy the amenities commonly provided in large metropolitan areas, the world-class cities of Chicago, St. Louis and Indianapolis are all within a three-hour drive of Decatur. With its small-town friendliness and midwestern values, Decatur is poised to grow. It was recently ranked in the top 25 American Cities for Global Trade by Global Trade Magazine.

The City Manager of Decatur is appointed by the Mayor and six Council Members, all elected at-large on a non-

partisan basis, and is responsible for the administration of the City's goals, policies and programs as well as the management of all municipal services. In addition to the desired traits and experience levels mentioned above, the Council hopes to find a City Manager with a demonstrated track record of success. Candidates should possess a thorough working knowledge of all facets of municipal operations. The Mayor & Council will place a premium on candidates with a demonstrated background in developing innovative and creative approaches to the operation of local government and to problem-solving particularly in the areas of neighborhood revitalization and economic growth. They are seeking candidates who are excellent negotiators but who are also approachable and have a reputation for establishing strong relationships among all key stakeholder groups in a socio-economically and racially diverse community. He or she also needs to demonstrate that they are an excellent communicator with the Council, staff and the community.

A bachelor's degree in public administration, business administration, public policy or a related field is required along with a minimum of five (5) years of highly responsible managerial work experience, such as a City Manager or a senior level administrator in a city, county, state or federal agency. A master's degree (MPA or MBA) or other advanced degree, is strongly desired. Residency within the corporate limits of the City of Decatur is required within one year of appointment. Starting salary range is \$175,000-\$190,000 DOQ/E with excellent benefits. Submit résumé, cover letter, and contact information for five professional references by October 14, 2018 to Mark R. Peterson, Vice President, GovHR USA. Electronic submissions at www.GovHRJobs.com.



Community Background

Decatur is named after War of 1812 naval hero Stephen Decatur. It was in Decatur where Abraham Lincoln first settled when coming to Illinois and where he made his first political speech and was first nominated to become President. Local pride extends to sports. Decatur was the original home of the Chicago Bears from 1919 to 1920. The football team was then known as the Decatur Staleys and played at Staley Field, both named after the local food products manufacturer.

Decatur is the county seat of Macon County and is a multi-modal transportation hub with access to five major roadways (including Interstate 72), three Class 1 railroads, and the Decatur airport. The Midwest Inland Port was created in 2013 and is a strategic transportation connector linking Decatur and the Midwest to the East, West and Gulf Coasts of North America. Decatur is home to a number of cutting-edge businesses including agribusiness giant Archer Daniels Midland Co., Tate & Lyle and a branch of global mining equipment manufacturer Caterpillar Inc.

A low-cost of living, a skilled workforce along with beautiful neighborhoods and a plethora of urban amenities make Decatur an enticing location to live, work and raise a family. Recreational and cultural amenities include Faries and Nelson Parks and Scovill Zoo, which all border Lake Decatur. The Lincoln Trail Homestead State Memorial is a 162-acre state park located on the Sangamon River in Macon County. In addition, residents of Decatur have access to a number of outstanding golf and tennis facilities.

The Decatur Public School District, District #61, was established in 1865 and today serves over 9,000 students. The District provides educational services from pre-kindergarten through high school. This District offers five magnet schools, with an option to apply for schools of choice: STEM academy, a candidate International Baccalaureate school and a fine arts program. The District is also the administrative agent for the Macon-Piatt Special Education District. Several private schools also serve the area.



Decatur is also home to both Millikin University and Richland Community College with student enrollments of 2,000 and 2,800 respectively.

The median household income in Decatur is \$40,800 with a median home value of \$80,300. The median age is 38.6 and there are nearly 32,000 jobs within the city. Of the 36,032 housing units in the City, 55.7% are owner-occupied.

Decatur is a diverse community with a racial breakdown of 70% white and 20% black with the balance being of multi-racial, Hispanic and Asian descent.

The Municipal Organization

The City of Decatur is a full-service municipality which operates under the Council Manager form of government. The Mayor is the chief elected official of the City and is joined by six City Council members who serve a term of four (4) years and are elected at-large. The Mayor is responsible for appointing the City Clerk and City Treasurer with the advice and consent of the City Council.

The City Manager is appointed by a majority vote of the City Council and works under the terms of a negotiated employment agreement. The City Manager is responsible for the oversight of all municipal operations including the following departments: Administration, City Clerk, Community & Economic Development, Finance, Fire, Human Resources, Information Technology, Police, Public Works and Water. The City has approximately 440 full-time employees and operates under an annual budget of \$175 million.

The City Manager supervises all municipal operations and hires & supervises all City department directors.

The past three City Managers each resigned after considerable tenures to accept new professional opportunities.

The new City Manager will inherit a spectacular team of professional and talented senior managers.

Opportunities for the City Manager

Economic Development

The City of Decatur has been aggressive and determined in the area of economic revitalization and in creating economic opportunity. There has been significant investment in Decatur by many parties which has resulted in the following projects:

Midwest Inland Port

A multi-modal hub that delivers both domestic and international flexibility for companies through a well-positioned transportation corridor, connecting the Midwest to the East, West and Gulf Coast of North America.

Lakefront Development Project

Work continues on a multi-year \$91 million project to dredge Lake Decatur. This project was approved by the City Council back in 2013 but work continues on this massive project designed to increase the capacity of the Lake by 30%. As part of this initiative, the City is also partnering with the Decatur Park District to develop Decatur's lakefront. Project plans include new boat docks, miniature golf course, amphitheater, running trail, hotel and residential developments.



The Streetscape Project

Decatur's historic downtown has benefited over the past several years with a major investment by the City of Decatur to enhance and beautify the streetscape. This project involved new street lights, increased parking, sidewalks and rerouting traffic. The Streetscape Project has already served as a catalyst for new business investment in Downtown Decatur resulting in several hundred new primary jobs as well as service jobs associated with new restaurant and retail businesses.

Akorn, Inc. Expansion

This local employer recently celebrated the opening of a 30,000 square foot, \$6 million expansion of its existing packaging facility in Decatur. This expansion project helped to sustain 200 jobs and resulted in an additional 25 full-time positions.

Millikin University Center for Theater & Dance

Millikin University recently broke ground on a \$25 million Center for Theater & Dance. This fabulous facility will include a convertible theater in addition to well-equipped studios, classrooms, design labs and public spaces. This innovative facility, expected to be completed in 2020, will house all areas of study within the University's nationally-recognized School for Theater & Dance.

Decatur's enviable location in Central Illinois and access to various transportation options present excellent opportunities for continued business development. The City, County and area communities are well served by the *Economic Development Corporation of Decatur and Macon County* and the *Greater Decatur Chamber of Commerce*. Decatur's progress in this area has been noted by trade publications. Decatur was recently ranked third in the nation as an Emerging Logistics and Distribution Center by *Business Facilities: The Location Advisor* and a Top 25 Trade City by *Global Trade* magazine.

According to the Economic Development Corporation of Decatur & Macon County, the top employers in the Decatur metropolitan area are as follows:

#	Employer	# of Employees
1	Archer Daniels Midland	4,040
2	Caterpillar Inc.	3,292
3	Decatur Memorial Hospital	2,374
4	Decatur Public School District	1,500
5	St. Mary's Hospital	1,136
6	Tate & Lyle	634
7	Millikin University	627
8	Macon County	545
9	Ameren Illinois	512
10	City of Decatur	440

Education and Healthcare

Decatur boasts an impressive range of primary and secondary school alternatives consisting of both public and private institutions. K-12 public education in the Decatur area is provided by the Decatur Public School District #61. There are also several private schools that provide educational opportunities to Decatur's children:

- Decatur Christian Schools
- Lutheran School Association of Decatur
- St. Teresa High School

- Our Lady of Lourdes School
- Holy Family Catholic School
- St. Patrick's School
- Northwest Christian Campus

Decatur is home to two institutions of higher education: Millikin University and Richland Community College. Millikin University is a four-year institution, has a 75-acre campus and an enrollment of 2,000. It was founded by James Millikin and was originally affiliated with the Presbyterian Church. Richland Community College is a comprehensive community college with an enrollment of 2,800.

Decatur Memorial Hospital and St. Mary's Hospital are also located in Decatur.



Culture and Recreation

Local Macon County park resources include Lake Decatur, Lincoln Trail Homestead State Memorial, Rock Springs Conservation Area, Fort Daniel Conservation Area, Sand Creek Recreation Area, Griswold Conservation Area, Friends Creek Regional Park, and Spitler Woods State Natural Area.

The Children's Museum of Illinois is located in Decatur and is regarded as one of the finest such museums in the Midwest. The museum is a hands-on, interactive place of learning for children ages 3 to 12. It is particularly known for its outstanding exhibits and learning stations in the areas of arts and sciences.

The Decatur Park District resources include 2,000 acres of parkland, an indoor sports center, Decatur Airport, two golf courses including Red Tail Run designed by former PGA professional Raymond Floyd, softball, soccer and tennis complexes, athletic fields, and a community aquatic center. The City owns and operates the Scovill Zoo and a banquet facility.

Challenges for the City Manager

Like many communities across the country, Decatur is battling declining revenues while continuing to strive to provide better and more effective services to its over 70,000 residents. Like many of its midwestern counterparts, Decatur has experienced population decline over the past ten years despite a robust community-wide economic development effort that has resulted in many business retention and attraction successes.

Decatur also has several urban neighborhoods that are outstanding candidates for innovative revitalization programs. In the last decade or so, the City has experienced a significant number of single family homes that have been vacated and, in some cases, abandoned. This troubling phenomenon has had an adverse impact of some of the City's older neighborhoods.

The physical health of Decatur's residents is also a priority and a challenge. Like many midwestern communities, obesity is a chronic issue for many of the residents of Decatur and is a priority for many stakeholders in the community. Fortunately, the City has an excellent and forward-thinking healthcare industry that is attempting to partner with public schools and other stakeholder organizations to develop strategies to combat these health issues that have become all too common throughout our country.

Creation of new primary jobs will continue to be a focus of the City's economic development programs in the years to come. Growing the economy will undoubtedly help the City of Decatur to continue to be a highly desirable location to live, work and raise a family.

In addition to the local challenges and opportunities listed above, every local government in Illinois must be prepared to face the consequences associated with the fiscal problems facing the State of Illinois. The State's well-documented financial ills will most likely have both direct and indirect consequences on virtually every unit of local government within the state. The State's financial and political issues have also made it more challenging for local economic development organizations to compete for new business investment with neighboring states.

Despite these challenges, Decatur continues to look to the future with optimism and resolve. It is a bustling community with many amenities often found in much larger metropolitan areas. But at the same time, Decatur has successfully retained its small town friendliness and charm.



Desired Education, Skills and Abilities for the City Manager

The following education, experience, management, and leadership criteria have been identified by the City Council as important skills and abilities for candidates to possess and demonstrate.

Candidates must have a bachelor's degree in public administration, business administration or public policy or related field. A Master's degree (MPA or MBA) or other advanced degree is strongly desired.

Candidates must have minimum of five (5) years of highly responsible managerial work experience such as that of a City Manager or a top administrator in a city, state or federal agency.

Candidates should possess a strong background in financial management & budgeting, economic development, community collaboration and neighborhood revitalization. Candidates should also have a thorough knowledge of all areas of municipal operations and should be able to develop innovative and creative approaches to municipal service delivery and to problem-solving.

Candidates should be experienced in dealing with public and media and must possess excellent communication skills.



Desired Characteristics and Traits for the City Manager

Decatur's next City Manager should have a reputation for personal, professional and organizational integrity, leading an organization by example and conducting all personal and professional interactions fairly, honestly and ethically. Candidates should be visible and active in the community, and he/she should be approachable and personable.

Candidates must have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and administrative counsel to the Mayor, City Council and staff; and be able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.

Candidates must be articulate and be an effective communicator—both orally and in writing. The successful candidate will also need to be someone who is comfortable listening to and talking with a wide spectrum of people.

Candidates must be able to create a work environment dedicated to teamwork and one in which all staff members are empowered to seek new and better ways of providing services and addressing the needs of the community

Candidates must be able to establish and maintain an effective and collaborative working relationships with all Federal, State and County governmental partners as well as with other units of local government, primary and secondary educational organizations, human service agencies, business organizations and any other agency or organization with which the City of Decatur must interact on either a frequent or occasional basis.

Candidates should possess effective customer service skills and abilities and be enthusiastic and passionate about interacting with community civic organizations.

The next City Manager must be a self-starter and someone who is willing to listen to new ideas; be innovative and creative when addressing issues; anticipate trends and their effect on Decatur, and must always strive to meet the goals established by the elected officials

Salary and Residency

The starting salary range for the position is \$175,000 to \$190,000 depending upon qualifications and experience. An excellent benefits package is also available. Residency within the corporate limits of Decatur will be required within one year of appointment.

