**CITY ADMINISTRATOR**

**CITY OF BYRON**

The City of Byron, Illinois, Ogle County, is seeking a full-time City Administrator to lead the City’s day-to-day operations and guide the community into the future. The City of Byron is located in the northern Illinois region along the Rock River. Byron is in close proximity to Rockford, Illinois. As of 2020, the City’s population is approximately 3,800.

The City has several departments including, a City Hall, Community Development Department, Police Department, and a Public Works Department.

The City seeks:

* An innovative, collaborative leader with demonstrated managerial, communication and interpersonal skills. Experience preferred but not required.
* A commitment to the City as well as residents, businesses, and governmental leaders within the City.
* Willingness to collaborate with City officials and community partners.
* The ability and desire to mentor staff in order to foster leadership talent and personal growth.

Successful candidates must possess the qualifications and certifications as follows:

* A Bachelor’s Degree from an accredited college or university in the field of business administration, public administration, community planning or a related field; and
* Preference will be given for candidates with prior employment experience in the local government sector.
* Preference will be given for strong accounting and budgeting skills and for those holding a master’s or related advanced degree.

Additional Qualifications:

* A proficiency in general accounting principles, public finances, municipal accounting and budgeting.
* Experience in cost-benefit analysis, risk and project management principles.
* Experience with communication, graphics and database programs.
* Experience with contractual or municipal code compliance and enforcement.
* Experience effectively processing zoning requests, clearances, and inquires.
* Verbal and writing skills associated with public and customer service for effectively interacting with citizens colleagues, elected officials and various outside contractors.
* Experience with zoning/planning and building permitting processes.
* Experience in code enforcement processes.
* Experience in economic development including knowledge about tax increment financing districts, business districts, special assessment areas and special services areas.

Candidates must reside within 15 miles of the City of Byron within 6 months of appointment. The annual salary base pay range for this position is $90,000 to $125,000 depending on qualification, plus benefits.

**Application deadline:** November 30, 2022

Candidates should submit a resume, cover letter, and 5 references. Please send all applications via email to the City Clerk, Caryn Huber, at [chuber@es-il.org](mailto:chuber@es-il.org)

The City of Byron is an equal opportunity employer.