



**Village of River Forest**  
**Village Administrator's Office**  
400 Park Avenue  
River Forest, IL 60305  
Tel: 708-366-8500

## Position Opening – Assistant Village Administrator

The Village of River Forest is seeking an individual with a positive attitude, strong work ethic, and desire for professional growth in a collaborative environment to join the Village's management team as Assistant Village Administrator.

This position conducts highly responsible administrative and management work designed to provide professional support to the Village Administrator in the development and ongoing administration of a variety of Village programs and services and in the management of related administrative functions. This position serves as Acting Village Administrator in the Village Administrator's absence.

This work involves responsibility for planning, organizing, directing, and coordinating the activities of the Village's communications and information technology functions. The position works closely with the Village Administrator on economic development, capital planning and budgeting.

This position will be responsible for several exciting projects within the Village's restructured Administration Department. The Assistant Village Administrator will be responsible for elevating the Village's communications presence, improving information technology performance and capital projects. The Assistant Village Administrator oversees the Village's response to FOIA requests and assists with budget preparation. This position reports to the Village Administrator and supervises the Human Resources Manager and the Management Analyst/Deputy Village Clerk.

This position has a high degree of public interaction with Village officials and the general public. It is expected to provide excellent internal and external customer service and participate in meetings as the Village's representative.

The next Assistant Village Administrator must be a reliable self-starter with excellent communication, interpersonal, and organizational skills, attention to detail, and capable of working independently. This position will be required to attend Village Board and Commission Meetings.

The salary range for this full-time, exempt position is \$134,001 - \$180,901, plus an excellent benefits package. Starting salary is DOQ.

Undergraduate degree from an accredited college or university; knowledge equivalent to a master's degree in public administration or public policy analysis; two to five years of experience in a municipal government setting. A Master's Degree in Public Administration is strongly preferred.

Questions regarding the position should be directed to Trish Ivansek at [tivansek@vrf.us](mailto:tivansek@vrf.us) or (708) 714-3554. Qualified candidates should email a cover letter, resume, and three professional references to [apply@vrf.us](mailto:apply@vrf.us). The position is open until filled. The selected individual will be required to pass a background check and drug screen successfully.

The Village of River Forest is an Equal Opportunity Employer.