



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

Position Opening - Management Analyst Public Works & Development Services

The Village of River Forest is seeking an energetic, results-oriented individual to join the Village's Public Works and Development Services team in the role of Management Analyst. This position will support the activities of the Department and serve as the staff liaison to the Village's Sustainability Commission. The Management Analyst is responsible for assisting with the preparation and monitoring of the Department budget; assisting the Director with the management of the Village's scavenger contract and procurement related activities; acting as the Department's risk management coordinator; working alongside the Administration Department to coordinate and execute the Department's communications; and conducting special projects as assigned. The position will have exposure to and participate in the Department's collective bargaining process, and will attend and participate in internal and external meetings as a representative of the organization.

This position requires an individual with strong communication and organization skills as well as excellent attention to detail. This position also requires strong interpersonal skills, a desire to provide outstanding customer service, and the ability to work independently with minimal supervision in a team environment.

This position requires a minimum of two to three years of work experience in a municipal government in a Public Works, Building, or Community Development Department, as well as a Bachelor's Degree from an accredited college. A Master's Degree in Public Administration or a related field is strongly preferred.

The salary range for this full-time, exempt position is \$63,004-\$91,640 plus an excellent benefits package. Starting salary is DOQ. This position will be required to attend evening meetings of the Sustainability Commission and, as needed, Village Board of Trustees meetings.

Questions regarding the position should be directed to Trish Ivansek at tivansek@vrf.us or (708) 714-3554. Qualified candidates should submit a completed application form (available at www.vrf.us/careers), a resume, cover letter and three professional references to tivansek@vrf.us. Position is open until filled with the intent of filling as soon as possible. Applications will be reviewed upon receipt. The selected individual will be required to successfully pass a background check and drug screen.

The Village of River Forest is an Equal Opportunity Employer.