

Village of Lake Villa, Illinois



Assistant to the Village Administrator Administration/Finance Department

The Village of Lake Villa (pop. 8,471) is seeking a highly motivated, forward-thinking and skilled professional to serve as Assistant to the Village Administrator. This full-time position offers an exciting opportunity to work in a beautiful, historic lakefront community that blends history and small-town charm with bold plans for growth and innovation.

Why Lake Villa?

Nestled in Lake County a front the gateway to the Chain of Lakes region, Lake Villa offers scenic lakes, a strong sense of community, and a proud 125-year history. We're entering an exciting era of transformation with major initiatives underway, including:

- **Downtown Redevelopment:** Creating a vibrant, walkable district with retail, dining, and residential opportunities.
- **New Mixed-Use Developments:** Partnering with local developers to redevelop and reimagine a vacant 1.4-acre downtown site on Cedar Avenue.
- **Historic Redevelopment:** Working with Village consultants to redevelop the former Pleviak Elementary School site at Grand Avenue and Milwaukee Avenue.
- **Residential Growth:** Preliminary approval has been granted to Cedar Lake Estates, a new proposed 130-unit single-family residential development.
- **Economic Expansion:** Attracting businesses to our industrial corridor and revitalizing Cedar Avenue through the establishment of a local downtown business organization.
- **Smart Village Initiatives:** Investing in community engagement, technology and infrastructure modernization through long-term capital planning.

This is your chance to make an impact on projects that will define Lake Villa's future while preserving its unique character.

About the Role

Reporting directly to the Village Administrator, the Assistant to the Village Administrator will be involved in all facets of local government management, with a focus on communications, planning, zoning and economic development. You'll manage high-profile projects, support Department Heads, and serve as a key liaison to the Village Board, joint Plan Commission/Zoning Board of Appeals, and the public.

What We're Looking For

We're looking for a dynamic, detail-oriented leader who thrives in a collaborative environment and is passionate about public service. The ideal candidate will have exceptional communication skills, a strong background in community and economic

development, and the ability to manage high-profile projects. This position is perfect for someone who aspires to grow in their career and gain experience in all facets of professional local government management.

Primary Duties

- Support the Village Administrator in day-to-day operations and relieve routine administrative functions.
- Provide executive policy support to Village boards and commissions, including the Village Board, and joint Plan Commission and Zoning Board of Appeals.
- Oversee the Village's building and planning functions, including building permit and zoning entitlement processes.
- Administer public communications, including newsletters, website updates, social media, and press releases.
- Assist with budget and capital improvement plan development.
- Serve as the Village's FOIA Officer and representative to community groups.
- Oversee the Village Intern Program and assist with special events and marketing.
- Perform other duties as assigned.

Education, Experience & Qualifications

- Bachelor's Degree from an accredited university in public administration, political science, urban planning, journalism or related degree. Master's Degree in same preferred.
- At least three (3) years progressively responsible relevant experience in a municipal organization.
- Background in planning and/or community and economic development is ideal. AICP Certification is a plus.
- Clear and concise verbal and written communication skills and the ability to present complex information to any audience using a variety of communication channels.
- Strong organizational leadership and dedication to high customer service, with excellent time management and project management skills.
- An understanding of information technology and how it can be utilized within local government to improve and support customer service and day-to-day operations.
- Experience in team building, consensus building, and collaboration with the ability to effectively engage team members and employees in problem-solving.
- Skilled at working in a dynamic setting that requires flexibility, multitasking, and effective coordination across departments.
- Proven ability to act with honesty and transparency, foster teamwork, and uphold the principles of public service excellence.

Compensation and Benefits

The anticipated starting range for the position is \$85,000 - \$95,000 DOQ. In addition to compensation, the Village offers an excellent benefits package with participation in the

Illinois Municipal Retirement Fund (IMRF); medical, dental, and life insurance; paid holidays; and paid vacation, sick, and personal leave. Optional deferred compensation and supplemental life insurance plans available.

How to Apply

Interested candidates should submit a cover letter, resume, and contact information for at least five professional references to the Village of Lake Villa:

Village of Lake Villa – Human Resources

65 Cedar Avenue, Lake Villa, IL 60046

Email: hr@lake-villa.org

First review of applications will take place on January 30, 2026.

The Village of Lake Villa is an Equal Opportunity Employer