VILLAGE OF SKOKIE ILLINOIS

AN EXCITING OPPORTUNITY TO APPLY FOR THE POSITION OF

Health Director

APPLY BY AUGUST 28, 2020
About Skokie

The Village of Skokie, Illinois, is a diverse community with over 90 languages spoken, located 16 miles northwest of downtown Chicago and 12 miles east of O’Hare International Airport. The Village provides high-quality government services to the over 65,000 residents, 24,000 households and 2,400 businesses that call Skokie their home.

Accessibility to transportation is a key advantage in Skokie, with the Edens Expressway (I-94) spanning the community’s western edge, seven Chicago Transit Authority and 10 Pace suburban bus lines and the CTA’s Skokie Swift rapid transit line with two stations offering numerous options for public transportation.

Nestled between Chicago and the North Shore, Skokie covers over 10 square miles of land. The Village is bordered by the Villages of Glenview and Wilmette on the north, the Village of Lincolnwood and the City of Chicago on the south, the Villages of Morton Grove and Niles on the west and the City of Evanston on the east.

Skokie’s Health Department

Skokie is fortunate to have one of the few state-certified municipal health departments in Illinois, and it is integrated with the Human Services Division. Operating on a budget of approximately $1.3 million with 13 FTEs, Health Department staff work every day to improve the quality of life in Skokie by ensuring safe food and water, maintaining vital birth and death records, controlling outbreaks of infectious diseases and preparing for emergencies.

Department environmental and nursing staff regularly inspect long-term care facilities and daycares. The department also offers a number of prevention services, such as immunizations and health screenings, and promotes healthy behaviors through tobacco cessation seminars and other programs. Public health work in the Village requires collaboration with schools, businesses, public library, park district, community-based organizations, and citizen groups, and coordination with state, local and federal agencies. Health department staff support and work closely with the Board of Health, IPLAN Committee and Medical Reserve Corps.

The Position

The Health Director promotes and supports health in Skokie by providing senior management leadership and public health expertise. Under general supervision of the Village Manager, the Health Director is responsible, and has the legal authority, for planning, directing and implementing programs and measures to protect the public’s health in the Village, in compliance with federal, state and local laws, regulations and ordinances. As a key member of the Village’s management team, this position takes the lead in establishing plans for and responding to public health emergencies, as well as regularly surveying community needs and determining how best to meet those needs. The Health Director leads the development of the Skokie Community Health Plan, a
Exceptional Quality of Life

Skokie boasts many fine cultural and recreational attractions that are surrounded by high-quality housing and connected to numerous multi-use paths. A nationally-acclaimed community college is in Skokie, and some of the country’s finest universities also are in close proximity to the Village. Many exceptional public and private schools serve Skokie students.

The Village takes great pride in delivering excellent services, including twice-weekly refuse collection, a highly-engineered Storm Water Runoff Control System, sidewalk snow plowing and many other unique programs and services that enhance quality of life in the community.

Skokie was the first community in the United States with nationally accredited Fire, Police and Public Works Departments.

Superior municipal services, together with the nationally award-winning Skokie Park District with over 40 neighborhood parks, superb Skokie Public Library which was recognized with a National Medal for Library Services, preeminent North Shore Center for the Performing Arts in Skokie, sculpture and murals throughout the Community and the beautiful Skokie Northshore Sculpture Park add to the Village’s rich, abundant cultural offerings.

The Village Board is committed to quality redevelopment and providing the community with superior programs and services while holding the line on property taxes. In 1991, the Village Board initiated a municipal property tax freeze while expanding and enhancing government services. The municipal property tax freeze remains in effect today, and is supported by a tandem commitment to economic growth. In addition, Skokie has some of the lowest user fees, such as those for vehicle registration, in the suburban Chicago area.

Candidate Criteria

The Village is seeking an effective leader who will guide a well-established department into the future of public health. The hands-on director will collaboratively lead a group of talented and dedicated professionals who care deeply for our community and its residents.

To be the successful candidate:

• Must be a creative, visionary leader and strategic thinker.
• A high level of integrity, demonstrated leadership skills and sound administrative capabilities.
• Is collaborative, proactive, energetic and team-oriented.
A Thriving Community

Through thoughtful planning and an overall spirit of cooperation, Skokie has grown into a thriving center of commerce, with many vibrant retail centers, a strong industrial base and extensive professional services. Despite being a mature landlocked community, Skokie continues to grow through redevelopment. The Village’s partnership with the private sector resulted in the redeveloped Westfield Old Orchard Shopping Center - a beautiful outdoor mall that has one of the highest sales per square foot of all major centers in the Chicago region and the expansion of the NorthShore University Hospital in Skokie.

A tax increment financing (TIF) district, as well as the adoption of long-term redevelopment strategies, resulted in a rejuvenated Downtown area. Mixed-use developments, a fresh streetscape and commercial renovation program have given Downtown Skokie a new appearance and vitality that is attracting new retailers, services, and residents to the area.

The Illinois Science & Technology Park, which is the largest of its kind in Illinois, currently employs over 1,600 workers, boasts 550,000 square-feet of existing space and generates millions of dollars in local tax revenues.

Recent efforts focused on redevelopment opportunities in Downtown Skokie including 8000 North (mixed-use luxury apartments, restaurants and retail), proposed downtown hotel and conference center and traditional and live-work townhomes in a number of sites. Other development activity throughout the Village include Ignite Gaming-Skokie, Skokie Commerce Center (warehousing/distribution facility), and the Hampton Social, CMX Theatres, and MassVR at Westfield Old Orchard.

Candidate Criteria Continued

- Must be a highly motivated, talented professional with a positive and enlightened approach toward change, growth opportunities, problem solving, etc.
- Committed to excellent customer service.
- Adept at establishing and maintaining positive and collaborative working relationships, managing the work of others, and fostering a productive team environment.
- A strong work ethic and an optimistic “can-do” attitude.
- Highly developed oral and written communication skills, excellent interpersonal skills and proficiency in standard office technology.
- Ability to mentor and develop staff.
- Extensive experience working with the public on an individual basis and in public meetings.
- Keep abreast of the latest trends and best-practices in public healthcare.
- Must be well versed and stay current in all federal, state and local laws, regulations and ordinances.
- Comprehensive, demonstrated skill in managing the overall activities of a robust public health department including expertise in planning and implementing personal health and environmental health programs.
- Ability to analyze community health needs and formulate programs to meet those needs.
- Considerable skill in all phases of public health.
- Requires a master’s degree in public health or public administration and five years of administrative experience of which at least two years must be in public health.
- Licensed Medical Doctor preferred.
- Must meet the Illinois Department of Public Health standards as a Public Health Administrator.

Current and Future Department Priorities

- Lead the ongoing response to the COVID-19 pandemic.
In 1957, Skokie residents voted overwhelmingly to adopt the council-manager form of municipal government that remains in effect today.

A council-manager government system combines the strong political and policy making leadership of elected officials, such as the Mayor, Clerk and six Trustees, with the strong managerial experience of an appointed Village Manager. There have been two Village Managers since 1987.

The Village of Skokie is a home-rule unit under the 1970 Illinois Constitution.

The Village's total Fiscal Year 2020 - 2021 budget is approximately $125 million, with a staff of nearly 500.

**Village Government**

- Oversight of the fall community flu shot clinics.
- Management of resources to ensure that essential public health functions, such as rat control, food safety, water safety, vital records, communicable disease control and childhood lead poisoning investigations are maintained.
- Once the pandemic is ended, resume routine health department programs such as clinical services and childhood vision and hearing screening.
- Continue the process of fully integrating Health and Human Services.
- Continue implementation of the 2017 Community Health Plan, which is focused on promoting equity, healthy active living, social and psychological support and access to healthcare.
- Continue to support the South Asian Healthy Lifestyle Initiative and South Asians Active Together NIH-funded studies.
- Continue to support the Skokie Resilient Community Collaborative and the Medical Reserve Corps.
- Complete the process for the state-recertification of the health department, working with the Board of Health and IPLAN Committee, including developing the 2022 Community Health Plan.

**Compensation & Benefits**

The annual salary range for this position is $125,213 - $163,806; starting salary is commensurate with qualifications and experience. The Village of Skokie offers a comprehensive benefits package including: health and dental insurance for employees and their eligible dependents with 85% Village / 15% employee cost-sharing; Illinois Municipal Retirement Fund (IMRF) pension; 457 deferred compensation retirement savings plans; life and death insurance; paid vacation, holidays and sick days; Flexible Spending Account (FSA) for qualified healthcare and childcare expenses; Employee Assistance Program (EAP); professional development assistance; and tuition assistance. Residency is not a requirement.

**Application Process**

Interested candidates should submit a cover letter, resumé and five professional references to: Village of Skokie, Personnel Department, 5127 Oakton Street Skokie, IL 60077 or by email to human.resources@skokie.org. The application deadline is August 28, 2020. The Village of Skokie is an Equal Opportunity Employer. Questions should be addressed to human.resources@skokie.org or (847) 933-8212.