

EMPLOYMENT OPPORTUNITY
City Administrator
City of Carlinville, Illinois

SEEKING VISIONARY LEADERSHIP FOR A GROWING COMMUNITY

The City of Carlinville (population 5,427) is seeking an experienced and dynamic professional to serve as our first City Administrator. This is an exciting opportunity to establish and lead a new administrative position in the county seat of Macoupin County, working collaboratively with the Mayor, City Council and staff to shape the future of our historic community.

ABOUT CARLINVILLE

Located in central Illinois, Carlinville is a vibrant community with a rich heritage and bright future. As the county seat of Macoupin County, the city serves as an important regional center offering quality of life amenities including excellent schools, historic downtown, and strong community partnerships. Our residents enjoy small-town charm while benefiting from proximity to Springfield and St. Louis metropolitan areas.

The city operates under a Mayor-Council form of government with a commitment to transparent governance, economic development, and quality municipal services. With a diverse economic base and ongoing revitalization efforts, this is an ideal time for a proven leader to make a lasting impact on our community's trajectory.

THE OPPORTUNITY

Position: City Administrator

Department: Administration

Reports To: Mayor and City Council

Employment Type: Full-time, Exempt, At-will

Starting Date: Flexible - Winter/Spring 2026

As our first City Administrator, you will serve as the chief executive and administrative officer responsible for implementing and coordinating policies established by the Mayor and City Council. This position offers the unique opportunity to establish administrative systems, develop organizational structure, and build a foundation for effective municipal governance.

Key Responsibilities Include:

- Serving as chief administrative officer and liaison between elected officials and city departments
- Coordinating daily operations of all city departments and personnel
- Assist in developing and administering the annual budget and capital improvement program
- Coordinate economic development initiatives and intergovernmental relations
- Preparing comprehensive reports and recommendations for Mayor and City Council

- Coordinating community engagement and maintaining positive public relations

WHAT WE'RE LOOKING FOR

Education:

Bachelor's degree in Public Administration, Business Administration, Municipal Management, or related field required

Master's degree in Public Administration or related field preferred

Experience:

- Minimum 5-7 years of progressively responsible administrative or management experience in municipal government or related public sector environment
- Demonstrated experience in budget development, financial management, and personnel administration
- Economic development and intergovernmental relations experience preferred

Professional Qualifications:

- Strong leadership abilities with experience coordinating diverse teams and multiple departments
- Excellent organizational skills with ability to support and coordinate complex projects simultaneously
- Exceptional verbal and written communication skills, including public speaking abilities
- Proven ability to build consensus and work effectively with elected officials, staff and community stakeholders
- Knowledge of Illinois Municipal Code, local government law, and public administration principles
- ICMA membership eligibility and participation in credentialing program strongly preferred

Key Competencies:

- Strategic thinking and policy development experience
- Financial analysis and budget management expertise
- Community engagement and relationship building skills
- Innovation in municipal service delivery
- Professional demeanor suitable for representing the city publicly

COMPENSATION & BENEFITS

Salary Range: \$75,000 - \$95,000 annually, depending on qualifications and experience

Comprehensive Benefits Package:

- Health, dental, and vision insurance with city contribution
- Illinois Municipal Retirement Fund (IMRF) participation

- Vacation/Sick/Personal Holidays and city-observed holidays
- Professional development budget for conferences and training
- Professional organization dues (ICMA, ILCMA, and related associations)
- Cell phone allowance
- Vehicle allowance or city vehicle provision

IDEAL CANDIDATE PROFILE

We are seeking a collaborative leader who can work effectively with our Mayor, City Council, department heads, staff and community stakeholders. The ideal candidate will demonstrate:

Proven Leadership: Experience successfully coordinating municipal operations with ability to motivate teams and achieve results

Strategic Vision: Capability to develop long-term plans while supporting day-to-day operations effectively

Community Focus: Passion for public service with a commitment to improving quality of life for residents

Financial Acumen: Strong background in municipal finance, budget development, and fiscal responsibility

Communication Excellence: Ability to clearly explain complex issues and build trust with diverse audiences

Innovation Mindset: Creativity in problem-solving and improving municipal service delivery

Collaborative Approach: Skill in building consensus and maintaining positive working relationships among elected officials, staff and community members

APPLICATION PROCESS

Application Deadline: Open until filled

Required Materials:

- Completed City of Carlinville employment application
- Comprehensive resume highlighting relevant municipal experience
- Cover letter addressing qualifications and interest in serving Carlinville
- Three professional references with current contact information
- Copy of relevant degrees and certifications
- Writing Sample

Selection Process:

- Initial applications review
- Preliminary interviews with top candidates
- Final interviews with Mayor and City Council
- Reference and background checks
- Final selection and employment offer

How to Apply:

Submit application materials to:

Frank Miles MPA
Frank Miles Consulting
Email: Fmiles1553@gmail.com
618-406-9585

Doug Downey, Mayor
City of Carlinville
550 North Broad St.
Carlinville, IL 62626
Email: DDowney@cityofcarlinville.com

Applications may be submitted electronically or by mail. For questions about the position or application process, please contact Frank Miles MPA at 618-406-9585.

EQUAL OPPORTUNITY EMPLOYMENT

The City of Carlinville is an Equal Opportunity Employer committed to creating an inclusive environment where all employees can thrive. We welcome applications from qualified candidates regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, veteran status, or other legally protected characteristics.

Illinois Pay Transparency Disclosure: This position offers a salary range of \$75,000 - \$95,000 annually with comprehensive benefits as described above, determined based on qualifications and experience.

NEXT STEPS

This represents an exceptional opportunity for an experienced municipal professional to make a significant impact in a growing community. Join us in building the future of Carlinville while advancing your career in an environment that values innovation, collaboration, and public service excellence.

Visit our website: www.cityofcarlinville.com
Learn more about our community: www.carlinville.com

The City of Carlinville reserves the right to modify this announcement or close the recruitment at any time. This position is contingent upon budgetary approval and may be subject to pre-employment background check, medical examination, and drug screening.