

KENDALL COUNTY

*THE FASTEST GROWING
COUNTY IN THE STATE OF
ILLINOIS IS HIRING!*



KENDALL COUNTY ADMINISTRATOR



THE COMMUNITY



Kendall County, Illinois is growing! According to the 2020 U.S. Census, Kendall County's population includes 131,869 residents. This is a 14.9% increase from the 2010 U.S. Census results earning Kendall County the honor of the fastest growing county in the State of Illinois.

Kendall County covers approximately 322 square miles, of which 320 square miles are land, and 2.0 square miles are covered by water. Municipalities in Kendall County include Lisbon, Millington, Newark, Plano, Oswego, and Yorkville. Our townships include Big Grove, Bristol, Fox, Kendall, Lisbon, Little Rock, Na-Au-Say, Oswego, and Seward Townships.



THE COUNTY



The county seat is located in Yorkville. Our campus includes six buildings. Construction of another office building is scheduled to begin later this year.

There are 15 elected officials (including 10 elected County Board members), 12 appointed officials, and approximately 350 employees proudly serving the residents of Kendall County.

KENDALL COUNTY BOARD

The County Administrator reports directly to the Kendall County Board. Our County Board consists of ten (10) elected County Board members: five (5) County Board members are elected from District 1 and five (5) are elected from District 2.

Our County Board members also serve as Commissioners for the Kendall County Forest Preserve District.



County Board Members:
Pictured from left to right above:

Kendall County Board Members Jason Peterson (District 1), Dan Koukol (District 2), Elizabeth Flowers (District 2), Kendall County Board Vice Chairman Scott Gengler (District 1), Kendall County Board Chairman Matt Kellogg (District 2), Seth Wormley (District 1), Kendall County Forest Preserve District Vice President Ruben Rodriguez (District 1), Kendall County Forest Preserve District President Brian DeBolt (District 1), Zach Bachmann (District 2), and Brooke Shanley (District 2).

ABOUT THE POSITION

THE COUNTY ADMINISTRATOR:

- Serves as the chief administrator of Kendall County.
- Serves as the Kendall County Board's liaison regarding the coordination and management of legislative and policy initiatives, operational issues, finances, capital improvement projects, and the development and implementation of the strategic plan within the daily operations of the County.
- Manages and provides oversight of all County departments in accordance with the County's organizational policies, goals, and budget parameters.



MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university (preferred areas of study in public administration, business administration, public finance, accounting, or a related field) is required.
- Master's degree from an accredited college or university with major coursework in public administration, business administration, public finance, accounting, or a related field is preferred.
- At least seven (7) years of increasing responsible professional experience in public or business administration is required.
- At least four (4) years in a management position is preferred.
- A current and valid driver's license and reliable transportation is required.
- Must work on-site and travel may be required.



EMPLOYEE BENEFITS MAY INCLUDE:

Group health insurance coverage (Currently BCBS of Illinois) - HMO & PPO plans available



Dental Insurance (Currently BCBS of Illinois)



Vision insurance (Currently EyeMed)



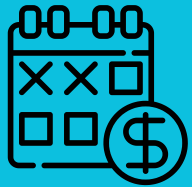
Illinois Municipal Retirement Fund (IMRF) Pension Plan



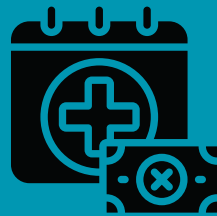
Paid vacation time



Paid holidays (holidays designated by the Kendall County Board)



Personal/sick time



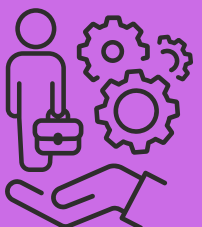
Life insurance



Supplemental Employee Benefit Options Available



Employee Assistance Program



Kendall County provides the above benefits to eligible employees. Plan documents for specific benefits are available through the Kendall County Treasurer's Office.

FOR MORE INFORMATION ABOUT THIS POSITION:

Please visit Kendall County's website:

<https://www.kendallcountyil.gov/employment>



TO APPLY:

Interested candidates should submit their cover letter, resume and a completed Kendall County Employment Application (available on the County's website) to:

Kendall County's Human Resources Department
c/o Leslie Johnson, Human Resources Director
111 W. Fox Street
Yorkville, Illinois 60560

Email: HRDepartment@kendallcountyil.gov

Telephone: (630) 381-9149



Kendall County is an Equal Opportunity Employer.

Consistent with the Americans with Disabilities Act (ADA) and the Illinois Human Rights Act (IHRA), it is the policy of Kendall County to provide a reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If a reasonable accommodation is needed, please contact the Kendall County Human Resources Department at the contact information provided above.