Village Administrator – Wadsworth, IL

Description:

The Village of Wadsworth (population 3,517) seeks a practical, attentive, and collaborative leader for the position of Village Administrator with a start date of April 1, 2026.

Wadsworth is located midway between Chicago and Milwaukee, along U.S. Highway 41, just east of Interstate 94. It offers a reprieve from city life while still close enough to enjoy the amenities and conveniences of a major metropolitan area.

Wadsworth is focused on preserving its reputation as the Village of Country Living while exploring commercial development opportunities, maintaining excellent intergovernmental and business relationships, and finding creative solutions to maintain the high level of services community members have come to expect.

The Village does not have its own Police, Fire, Water/Sewer, or Garbage service.

Key Responsibilities:

The Village Administrator is appointed by the Board of Trustees and reports to the Village President (Mayor) and Trustees. The Village Administrator is responsible for the daily operations of the Village, including direct supervision of a small Maintenance and Office staff. This is a hands-on position that requires your involvement in roads and drainage management, park maintenance, economic and community development, building, zoning, permitting, code enforcement, and budgeting. The Village's annual budget is approximately $3.4 million.

Qualifications:

Minimum Qualifications:

- A bachelor's and/or master's degree in Public Administration or a related field
- at least five -- and preferably ten -- years of progressively responsible municipal experience

Ideal Candidate:

- experience in a small government or small business environment
- exceptional communication skills
- friendly and responsive to residents' and businesses' concerns and complaints
- an ease in communicating with Board members, constituents, contractors, intergovernmental partners, employees, and the general public

- mastery of computer hardware and software, including Microsoft Office, Lake County GIS, and iWorQ our work management system
- a background in Community Development and building permitting is also preferred

Salary & Benefits:

Starting salary range is $105,000 to $130,000, depending on qualifications, a stipend for health insurance, and other benefits, including participation in the Illinois Municipal Retirement Fund.

How to Apply/Respond:

To apply, please submit the Employment Application found on our website www.villageofwadsworth.org, along with cover letter, resume, and five (5) professional references to Pat DiPersio, Village Administrator, at pdipersio@villageofwadsworth.org, by December 15, 2025. Application materials should be submitted as a pdf file.

The Village of Wadsworth is an equal opportunity employer and shall comply with the Americans with Disabilities Act which includes providing reasonable accommodations to assist individuals with disabilities.