



CHAMPAIGN COUNTY, ILLINOIS **FACILITIES DIRECTOR**



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FACILITIES DIRECTOR

Champaign County is pleased to announce the recruitment and selection process for the Facilities Director of Champaign County, Illinois. This is an opportunity to join a well-managed, financially stable organization in the heart of the state and home to the University of Illinois. This brochure provides background information on Champaign County as well as the qualifications for the Facilities Director's position. Additional information about Champaign County can be found on the County's website: <https://www.champaigncountyil.gov>.

Candidates interested in applying for the position should immediately submit their résumé and cover letter, along with contact information for five (5) work-related references to search@champaigncountyil.gov. Position is open until filled, applications will be reviewed when received, and interviews scheduled as qualified applicants are identified. Questions regarding this opportunity should be directed to the County Executive's Office at search@champaigncountyil.gov



THE COUNTY

Champaign County (pop. 206,542) is in the heart of the state, located in East Central Illinois, centered between Chicago, Indianapolis and St. Louis. Home to the University of Illinois, residents will find a community with the best of both worlds: active urban living paired with easygoing affordability.

Since 1833, when Champaign County was founded, it has been a welcoming guidepost on the Illinois prairie. In the 1850s, it was a stopping point for a young lawyer named Abraham Lincoln, who frequently visited friends in Champaign and Urbana as he traveled the circuit from Springfield for the Eighth Judicial District.

Throughout the years, Champaign County has continued to be both a destination and a stopping point. As home to the world-renowned [University of Illinois](#), our community has attracted scientists and senators, teachers and trades people, Nobel Prize winners, and many other notables. Many stay for a lifetime, enriching the community; some receive or contribute to world-class teaching before moving on to influence different communities. Regardless of the amount of time people spend here, they help develop a unique relationship between this region and the rest of the world. While many of our residents will not receive world accolades, they are the fiber of our community and the primary reason Champaign County is a great place to call home.



BY THE NUMBERS*

Land size: **998** square miles

Population estimate (2022): **206,542**

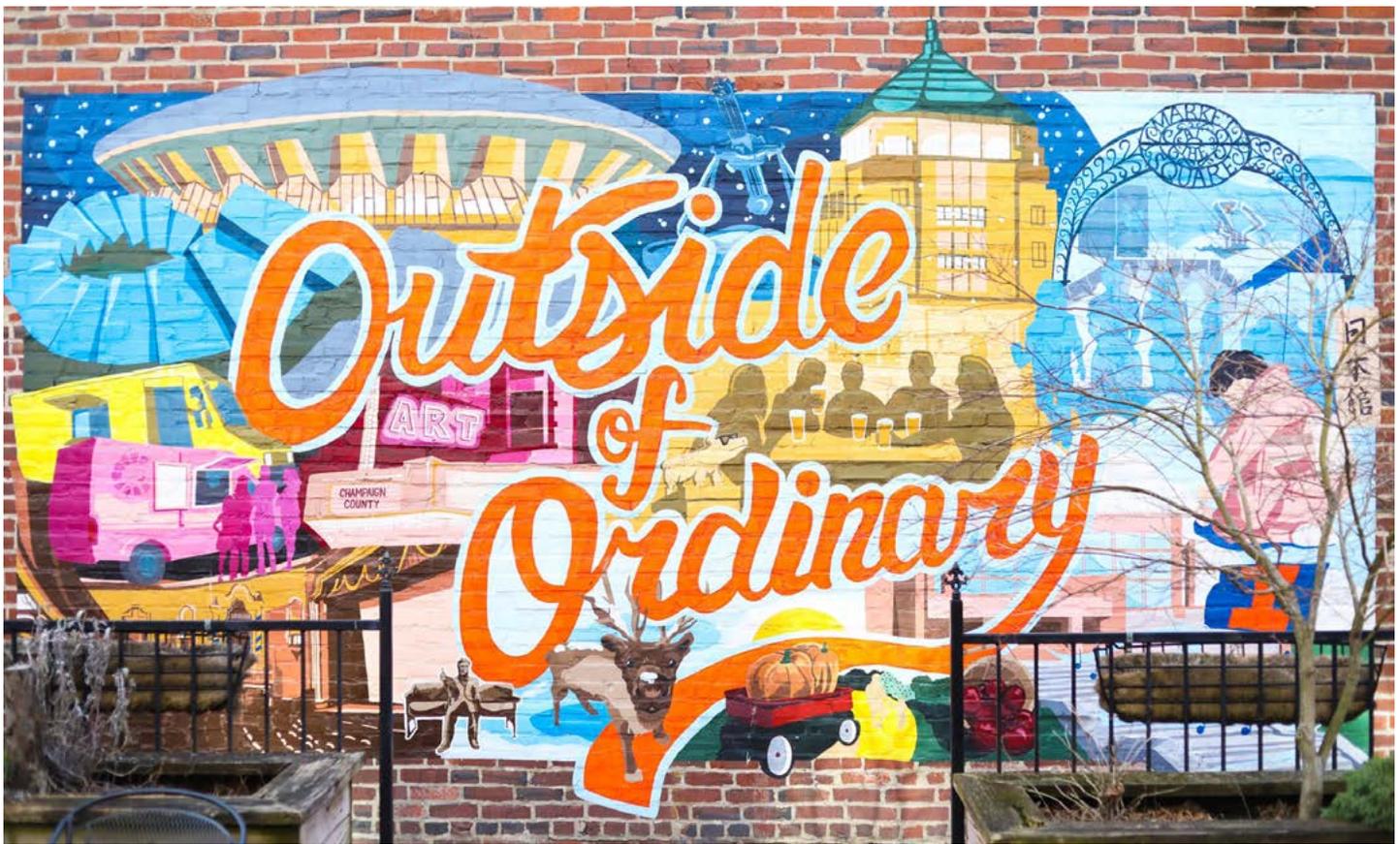
Households (2017-2021): **81,835**

Median Household Income **\$56,939**
(2017-2021, in 2021 dollars)

Median Value of Owner-Occupied **\$170,600**
Housing Units (2017-2021)

Bachelor's degree or higher **45.5%**
percent of persons age 25 years+,
2017-2021

Source: U.S. Census Bureau



"Quality of life" draws and keeps people in Champaign County. The 998 square miles of the county include the communities of Champaign, Urbana and Savoy, which make up the commercial hub of the county and its largest population center, with over 100,000 residents. In these and the remaining 10 cities and towns, homes are available for every family size, income level and lifestyle.

Bolstered by outlying areas that claim some of the world's richest farmland, the county offers unique opportunities in agriculture and related businesses. The rural communities have attracted specialty businesses and sole proprietorships, as well as significant new residential growth.

A vibrant business community encourages new commerce and industry. As the home of the University of Illinois [National Center for Supercomputing Applications \(NCSA\)](#), Champaign County is recognized as a center for computing and technology, attracting and retaining a diverse group of traditional and high-tech companies and becoming a leader in building the national and global information superhighway.

An assortment of cultural resources and facilities abounds. From museums and performing arts centers to a planetarium and botanical gardens, the offerings are matched only by those in the nation's largest metropolitan centers.

Choices continue in education. Public, private and parochial schools strive for excellence in every aspect of staff, facilities, technology and curricula. Nationally and internationally recognized city and county park systems provide recreation for all ages. The spires of more than 100 churches rise above the Champaign County skyline, reflecting a variety of religious beliefs.

The Champaign County area connects an active business community, outstanding education institutions, a strong agricultural industry and micro-urban living.

Additional information on all that Champaign County has to offer is available at [Experience Champaign-Urbana](#) and [Champaign County Chamber of Commerce](#).

BY THE NUMBERS

13 municipalities located within Champaign County

Total Budget: **\$226M** in expenditures, with a capital budget of **\$67M** in this fiscal year including ARPA funded projects

846 full-time equivalent (FTE) employees

'Aa1' credit rating from Moody's

THE COUNTY GOVERNMENT

The county serves an estimated population of 210,000. County services include general government, justice and public safety, health, education, social services, development and highways and bridges. The Champaign County Board is the legislative arm of County Government. The Board consists of 22 board members, 2 from each of the 11 districts. The board members elect a chairman for a two-year term from among the members. The first elected County Executive was sworn in in 2018 and is responsible for the administration of the County's business.

The Executive supervises all county activities that do not fall under the responsibility of another elected county official, including Physical Plant Services, the Facilities Director's department. The County's Fiscal Year 2024 consolidated budget anticipates revenues of \$168M and expenditures of \$215M, with a \$61M capital budget that includes two major facility projects. The FY2024 Budget includes fifty-six funds, with each fund containing at least one department budget. County services are currently provided by a staff of 846 full time employees.

The County is using bond proceeds and American Rescue Plan Act funding received in prior fiscal years to support some of its capital investments. Total outstanding debt at the end of Fiscal Year 2023 is \$43.7M. Moody's Investors Service upgraded the County's underlying credit rating to 'Aa1' from 'Aa2' in November 2022, citing its "strong financial position and role as a regional economic center derived from the institutional presence of the University of Illinois (Aa3 stable)".

See documents on the County's website for more information on the County's current and past [budgets](#) and [annual financial statements](#). The County 11-year Capitol Facilities Plan can be found here.



THE POSITION IN BRIEF

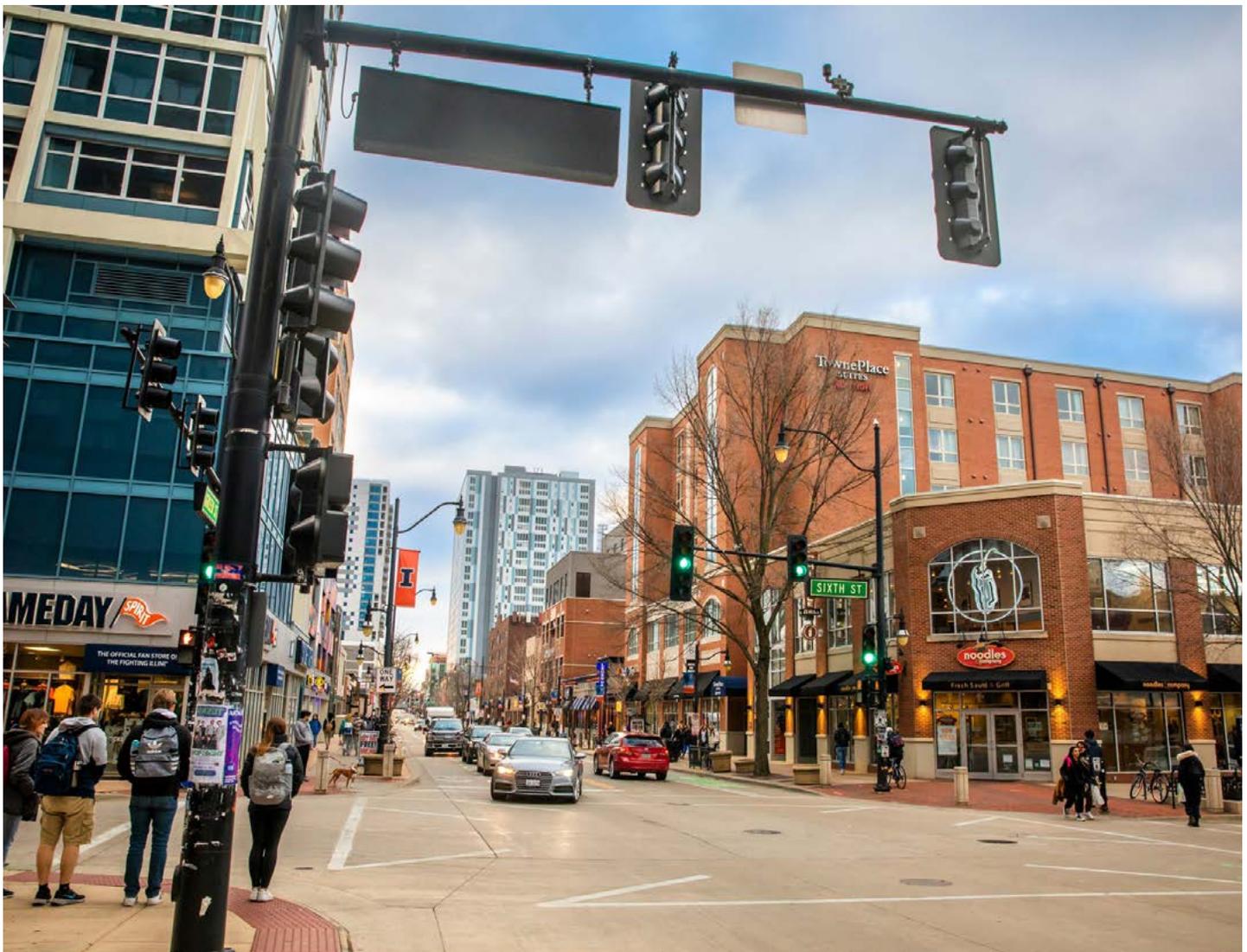
Under the direction of the elected County Executive, the Facilities Director manages all areas of operation, maintenance, and planning of all physical plants and properties for Champaign County. As a critical member of the County Executive's Office, the Facilities Director oversees the County's capital projects and facilities plan.

The Facilities Director supervises and is assisted by one full-time Building and Grounds Manager and an Administrative Assistant. The Physical Plant department includes 10.5 full time custodians, 7 full time maintenance workers, 3 full time skilled trade workers.

The Facilities Director operates with considerable independence and requires tact, judgment, and discretion. The position requires knowledge of and collaboration with all County offices and departments to best provide physical operational support in their statutory obligations. The Facilities Director is heavily involved in training and emergency preparedness for the building and staff.

This position works closely with the Chief Information Officer to ensure the physical capacity of County properties is compatible and supportive of the technological needs.

The Facilities Director position is an administrative position and needs an individual who can provide high level oversight to day-to-day operations while focusing on identifying, leading, and managing big picture facility issues for the County.





PRIMARY POSITION RESPONSIBILITIES

- Plans, organizes, directs, and coordinates, through subordinate supervisors and staff, the operation, maintenance, and care of all county physical plants and properties; develops and manages all county construction and remodeling projects; prepares and implements operating policies and procedures for building security and the care and maintenance of county facilities;
- Oversees the utilization of contract services providers in maintaining, repairing, and operating county buildings and facilities; prepares and oversees the development of bid specifications for county maintenance and custodial supplies, materials, and equipment;
- Confers with County Administration and the appropriate county board committee to keep them informed on key issues and progress toward objectives and to gain support and approval for long-range and short-range plans and goals;
- Oversees the implementation of energy conservation initiatives and projects to reduce utility costs of county owned buildings; and recommends infrastructure upgrades, and space condition utilization to contribute toward sustainable facilities;
- Oversees the care of the grounds for all county-owned facilities;
- Designated as the Keeper of the 1877 Seth Thomas Clock at the Champaign County Courthouse;
- Develops, negotiates, and maintains tenant leases of county owned properties, facilitates and maintains tenant relations;
- Manages the daily operation of the county mail;
- Manages the oversight of county parking lot operations;
- Prepares, presents, and monitors the physical plant budgets; administers and monitors the annual operating budgets;
- Interviews, selects, and evaluates staff; provides direction and assignments; provides staff training, as needed;

POSITION REQUIREMENTS

The next Facilities Director will be a dependable, detail-oriented, local government professional. The successful candidate will have:

- Minimum of a Bachelor's Degree in facilities management, construction management or related field and responsible facilities maintenance experience (5-7 years) involving the maintenance and repair of building and grounds, electrical, mechanical, and telecommunications operation systems, as well as experience in supervising a staff of maintenance personnel; or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.
- A valid driver's license
- Ability to establish and maintain effective working relationships with the Champaign County Board, county elected and appointed officials, county employees, labor unions, and representatives of government agencies.
- Experience working in a government entity preferred.



THE IDEAL CANDIDATE

- Considerable knowledge of the procedures, techniques, and materials used in building construction.
- Considerable knowledge of construction languages, processes, contracting procedures, and project management.
- Knowledge of city building codes, federal regulatory requirements such as the Americans with Disabilities Act, and the State of Illinois Accessibility Code/Environmental Barriers Act.
- Demonstrated support for and consultation with a leadership team on facility matters; the ability to develop long-range plans and cost analyses to support sound decision-making.
- Have a strong interest and ability to be a member of a team and supervise employees, creating an environment of trust, integrity, and mentorship where employees respect one another and where the Department consistently functions with a high level of customer service.
- Have a demonstrated ability to provide strategic leadership, develop protocols for safety and
- Have proven verbal communication and listening skills, both one-on-one and in group settings, treating everyone in a professional and respectful manner.
- Be technologically savvy and have a demonstrated record of understanding and utilizing technology systems and procedures to monitor and measure departmental productivity and provide timely information. Possess proficiency in Microsoft Word, PowerPoint and Excel and general working knowledge of enterprise resource planning (ERP) systems.



COMPENSATION AND BENEFITS

The anticipated salary range is \$86,000 - \$130,000 depending on qualifications. The County offers a competitive benefits package, including membership in the Illinois Municipal Retirement Fund (IMRF), optional 457 deferred compensation plans, and a comprehensive health insurance plan.

HOW TO APPLY

Email your resume, cover letter and contact information for five professional references to search@champaigncountyil.gov. Position is open until filled, applications will be reviewed when received, and interviews scheduled as qualified applicants are identified. Questions regarding this opportunity should be directed to the County Executive's Office at search@champaigncountyil.gov

Champaign County embraces diversity in our community as well as our workforce and is an Equal Opportunity Employer.

