



## District Manager – Glenbrook Sanitary District, IL

The **Glenbrook Sanitary District, IL** is seeking a highly organized, service-oriented, and collaborative professional to serve as its next District Manager. This unique, part-time leadership role combines executive management, operational oversight, and clerk responsibilities to support the District's water and sanitary sewer services. The Glenbrook Sanitary District (unincorporated community) provides water and sanitary sewer service to the residents of the Glenbrook-Countryside Subdivision, while serving sanitary sewer service to portions of the Village of Northbrook areas within Northfield Township in Cook County, Illinois.

Reporting directly to the three-member Board of Trustees, the District Manager oversees the day-to-day operations and administrative functions of the District, serves as the primary liaison to residents, consultants, and partner agencies, and ensures compliance with all applicable local, state, and federal requirements. This position plays a critical role in maintaining transparent governance, reliable utility service, and effective communication with stakeholders. This role supervises one part-time employee, the Finance Manager.

The Glenbrook Sanitary District is financially stable and well-managed. The District runs on a fiscal year from July 1 – June 30; the total FY26 budget is nearly \$700,000. The District maintains a property tax levy dedicated to sewer operations, along with user fees, while water services are supported exclusively through user fees. For more information about the Glenbrook Sanitary District, visit: <https://www.gsd.illinois.gov/about>

### **Key Responsibilities:**

#### *Executive Leadership & Operations*

- Oversee and coordinate all District operations, ensuring effective service delivery and communication among staff, consultants, and partners.
- Serve as the District's primary point of contact for customers, agencies, and stakeholders, including emergency response coordination.
- Act as liaison with external partners and keep the Board informed of operational issues and key developments; this position works closely with contracted partners such as the Responsible Water Operator in Charge, Engineers, Attorney, and IT.

#### *Financial Management & Reporting*

- Prepare and administer the annual operating and capital budget in coordination with the Finance Manager.
- Oversee financial processes including accounts payable/receivable, annual financial statement (audit), and Treasurer's reporting.
- Prepare and submit the annual tax levy and maintain oversight of insurance, bonds, and financial controls.

#### *Board Administration & Governance*

- Serve as Clerk to the Board, including preparing agendas, attending regular quarterly meetings and special meetings, and maintaining official minutes and records.
- Ensure compliance with the Illinois Open Meetings Act (OMA) and serve as the District's FOIA Officer.
- Coordinate meeting logistics, public notices, and provide guidance on Board policies and procedures.

### *Regulatory Compliance & Reporting*

- Coordinate and ensure timely submission of all required federal, state, and local reports (e.g., IEPA, IDNR, tax filings).
- Oversee issuance of water and/or sewer permitting processes and ensure compliance with applicable environmental and regulatory requirements.
- Prepare and publish required notices, ordinances, and rate adjustments in accordance with Illinois statutes.

### *Records Management & Public Interface*

- Maintain and manage all official District records, including ordinances, contracts, notices, and record retention system.
- Respond to public inquiries and FOIA requests, serving as a liaison between the public and the Board.
- Maintain accurate records, directories, and communication systems to support transparency and accessibility.
- Adhere to the Local Government Records Management Act.

### **Minimum Qualifications:**

- Bachelor's degree in public administration, business administration, engineering, environmental science, or a related field.
- Five (5) years of progressively responsible experience in water, sanitary and/or special district, local government, utilities, or public works operations. While experience in the public sector is preferred, the District will consider candidates from the private sector who can demonstrate relevant experience and an understanding of public sector operations and regulatory requirements. Any combination of education and experience that provides the required knowledge, skills, and abilities will be considered.
- Possession of a valid Illinois driver's license or ability to obtain one. Travel to quarterly meetings, plus any special meetings, held in Northbrook, Illinois is required.

### **The Ideal Candidate:**

- Possesses knowledge of public sector reporting requirements and strong financial acumen.
- Has proficiency with software such as LOCiS (financial) and Beacon (meter reads) is a plus.
- Has proficiency with technology and basic digital communication tools, including the ability to manage website content, distribute electronic communications (e.g., e-blasts, newsletters), and support public outreach through social media platforms.
- Has excellent written and verbal communication skills, including the ability to prepare reports, agendas, and official records in an organized fashion.
- Demonstrates a high level of professionalism and responsiveness in serving the public and elected officials.

The part-time annual salary range is \$34,000 - \$45,000 +/- DOQ. The Glenbrook Sanitary District offers a flexible remote work environment and the opportunity to serve a community-focused organization on a part-time basis working approximately 15-20 hours per week.

### **How to Apply:**

Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) with a resume and cover letter by May 15, 2026. Confidential inquiries may be directed to Ashley Eccles, MGT Senior Consultant at Tel: 847-380-3240 ext. 134.

*The Glenbrook Sanitary District is an Equal Opportunity Employer*