



Village of Homewood
JOB POSTING
for
Assistant to the Village Manager
(Risk and Benefits Coordinator)
Village Manager's Office

Equal Opportunity Employer

A diverse community of nearly 20,000 residents located 25 miles south of Chicago, the Village of Homewood offers miles of tree-lined streets through pedestrian and cyclist-friendly neighborhoods that all connect to thriving business districts. Homewood's award-winning downtown is recognized by numerous national and regional news outlets because of its active and lively environment. A variety of outdoor festivals throughout the year, including one of the area's longest running farmers market, bring residents together and showcase the Homewood business community to visitors. Continuous brick paved sidewalks and active public spaces create endless opportunities for social interaction as well as one-of-a-kind shopping and dining.

The Village is excited to share this newly created position of Assistant to the Village Manager. The Assistant to the Village Manager serves as a key professional resource to Village leadership, providing support in risk management, benefits administration, and organizational initiatives. This position is responsible for overseeing the Village's risk management programs, including workers' compensation, liability, and safety initiatives, while also assisting the Village Manager with administrative, operational, and policy-related projects. The role includes research and analysis, preparation of Board materials, coordination of interdepartmental initiatives, and support of strategic priorities.

This position also plays a central role in administering employee benefits and supporting human resources functions, including policy development, onboarding/offboarding, and coordination with external partners such as IRMA and benefit cooperatives. The Assistant to the Village Manager works collaboratively across departments to improve operations, enhance service delivery, and promote a safe and compliant workplace.

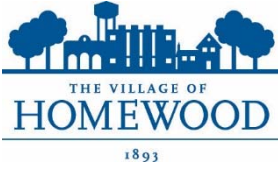
The successful candidate will possess a Bachelor's degree in Public Administration, Business Administration, Human Resources, Risk Management, or a related field (Master's preferred), along with three (3) to five (5) years of progressively responsible professional experience, preferably in municipal government. Experience in risk management, claims administration, or human resources is highly desirable. The ideal candidate will demonstrate strong analytical, communication, and organizational skills, along with the ability to manage multiple priorities and handle sensitive information with discretion.

The position is full-time, non-exempt, with a salary range of \$74,671-\$100,099. The Village offers an excellent benefits package, including medical insurance, Illinois Municipal Retirement Fund (IMRF) participation, deferred compensation options, and paid leave.

Only emailed application packets (application and resume) will be accepted. To apply, please submit a single PDF document to Terence Acquah, Assistant Village Manager, at tacquah@homewoodil.gov. The application and full job description can be found on the Village's website at www.village.homewood.il.us under the Employment section. **Applications are due May 29, 2026.**

ASSISTANT TO THE VILLAGE MANAGER (Full-time) (Risk and Benefits Coordinator)

DATE CREATED: May 1, 2026

	DEPARTMENT/Division	Village Manager's Office		
	REPORTS TO	Village Manager or Designee		
	CLASSIFICATION	Non-Union	FLSA STATUS	Non-Exempt; Salary
	EMPLOYMENT STATUS	Full-time	PAY RANGE	12

POSITION OVERVIEW

The Assistant to the Village Manager is a key professional resource to Village leadership by managing the Village's risk management and benefits programs while also serving as an assistant to the Village Manager on administrative, operational, and policy initiatives. The position supports the Village Manager's Office by coordinating projects, conducting research and policy analysis, preparing reports and Board materials, and assisting with organizational initiatives that support effective municipal operations.

This position oversees general liability and workers' compensation programs with a focus on minimizing risk exposure, ensuring regulatory compliance, and promoting a safe and healthy work environment. This position will also oversee human resources administration, with primary responsibilities including employee benefits administration, development and maintenance of personnel policies, and the coordination of daily human resources operations and functions.

ESSENTIAL JOB FUNCTIONS

- Manages the Village's general liability and workers' compensation programs, including coordination with third-party administrators, insurers, and legal counsel.
- Oversees the Village's workers' compensation program, including injury reporting, return-to-work coordination, compliance with state regulations, and claim resolution strategies.
- Records, tracks, analyzes, and reports claims-related data; identifies loss trends; prepares reports for the Village Board, Village Manager, departments, and Safety Committees; and recommends risk mitigation strategies.
- Serves as the Village liaison to IRMA.
- Develops and updates risk management, safety, and loss prevention policies and procedures.
- Partners with departmental safety committees to review accidents, near-misses, and mitigation strategies; coordinates and facilitates Village-wide safety initiatives.
- Serves as Safety Stand-Down Coordinator and supports the development and delivery of safety and accident investigation training.
- Develops and promotes risk awareness, loss prevention, and exposure control programs in compliance with OSHA and applicable workplace safety regulations.
- Conducts or coordinates inspections of Village buildings, facilities, vehicles, equipment, and worksites to identify existing or potential risks and recommend corrective actions.
- Completes required OSHA reporting and assists departments with regulatory inspections and inquiries.
- Provides professional administrative and analytical support to the Village Manager on organizational priorities, policy initiatives, and operational projects.
- Assists the Village Manager with research, analysis, and preparation of reports, presentations, and recommendations for the Village Board.
- Conducts policy research, program analysis, and benchmarking to support strategic decision-making by the Village Manager and Village Board.
- Serves as a liaison between the Village Manager's Office and Village departments to coordinate projects, initiatives, and operational improvements.

- Assists with the development, monitoring, and implementation of Village policies, programs, and strategic initiatives.
- Assists the Village Manager in responding to resident inquiries, service requests, and community concerns requiring executive review.
- Supports the Village Manager in evaluating operational performance metrics and recommending improvements to service delivery.

ADDITIONAL JOB FUNCTIONS

- Supports human resources administration, including FMLA and COBRA coordination, employee onboarding and offboarding, and job postings.
- Assists with the creation and maintenance of job descriptions, personnel policies, and employee records.
- Serves as the Village's primary liaison to the IPBC benefits cooperative, overseeing and administering all employee benefit programs, conducting benefits analysis, and supporting all related benefits administration activities.
- Coordinates and executes employee benefits administration including open enrollment processes, communication of benefit changes, and responding to employee inquiries regarding coverage and eligibility.
- Assists with collective bargaining agreement (CBA) processes, labor relations support, and coordination with department leadership.
- Maintains accurate HR and risk management files and prepares related reports.
- Partners with departmental staff on complex matters involving employee relations, accommodations, leaves of absence, and return-to-work processes.
- Coordinate with other Village departments (Village Managers' Office, Economic and Community Development, Police, Public Works) and regional partners to streamline compliance and enforcement.
- Assists with Finance Department annual audit and budget processes, including the preparation of audit schedules and the Annual Financial Report and coordinating publication of the final budget document.
- Maintains information regarding all active grants, including a summary of revenues and expenditures
- Assists the Public Works Department with various administrative tasks and responsibilities, including issuing Requests for Proposal, drafting contracts for Public Works projects, preparation of annual budget requests, and other duties as assigned.
- Prepares and administers contracts for projects and programs, including determining sources and vendors, coordinating activities and tracking expenditures.
- Serves as the lead for the coordinator for the Community Emergency Response Team (CERT)
- Assists the Economic and Community Development Department with economic development initiatives and issues.
- Assists with Communication and Engagement Manager on community initiatives.
- Receives and responds to complaints and questions from the general public relating to assigned areas of responsibility
- Assists the Village Manager with special projects, policy initiatives, and organizational improvement efforts.
- Coordinates the preparation of Village Board meeting materials, including staff reports, agenda items, and presentations.
- Conducts research and prepares reports on municipal best practices, legislative updates, and emerging public policy issues.
- Assists with grant research, application preparation, and grant administration activities.
- Supports community engagement initiatives, including public meetings, stakeholder outreach, and events.
- Assists with the development of strategic planning initiatives and organizational performance measures.
- Monitors and tracks progress on Village projects and initiatives assigned by the Village Manager.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE (of):

- Principles, practices, and methods of municipal risk management and claims administration

- Workers' compensation, liability claims, and loss control practices
- OSHA standards and workplace safety regulations applicable to municipal operations
- Basic human resources principles, employee relations, and benefits administration

SKILLS:

- Investigating and analyzing claims, loss data, and risk exposures
- Preparing clear, accurate analytical and statistical reports
- Communicating effectively with employees, management, legal counsel, insurers, and external partners
- Building trust and strong working relationships across all organizational levels

ABILITY (to):

- Exercise sound judgment and discretion in sensitive matters
- Interpret technical and legal information for varied audiences
- Manage multiple priorities and work independently
- Provide high-quality customer service in a public-sector environment

MINIMUM POSITION REQUIREMENTS/QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Bachelor's degree in Risk Management, Business Administration, Public Administration, Human Resources, or a closely related field (Graduate Degree Preferred).
- Three (3) to five (5) years of professional experience in a similar role, preferably within a fast-paced and dynamic environment, is also required
- Municipal experience required.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL

- Work is performed in an office setting.

PHYSICAL

- Maintains a well-groomed, professional appearance appropriate for the position and situations.
- Work is performed in a moderate-stress environment with regular access to confidential information.
- Frequent interruptions from work may occur.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

JOB DESCRIPTION ACKNOWLEDGEMENT

POSITION TITLE: Assistant to the Village Manager (Full-time)

DATE RECEIVED:

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

Employee's Signature

Written Name

Date of Signature

Supervisor's Signature

Written Name

Date of Signature