

The Village of Oak Park, Illinois

Invites your interest in the position of

VILLAGE MANAGER



Leeds Certified New Oak Park Public Works Building

ABOUT THE VILLAGE OF OAK

The Community

Oak Park is a thriving, transit-rich community of about 52,000 people located immediately west of Chicago on a major interstate/expressway only 20 minutes from the downtown "Loop" and "Magnificent Mile." While a first-ring suburb with two light-rail lines and one heavy-rail line to Chicago, Oak Park offers miles of tree-lined streets with a growing bikeway system, a thriving business community clustered into twelve business areas, a sense of history in a distinctive urban/suburban lifestyle that is a mix of architecturally significant homes and buildings, very high quality municipal services, expansive parks managed by an independent board, two excellent school districts, and an educated (over two-thirds hold a Master's degree or higher) and very involved citizenry that expects to be heard and respected.

The neighborhoods of Oak Park are filled with the community's most compelling asset - people. Oak Park is home to families, children, singles, partners and seniors. These people are different yet united in spirit. They take the time to shop at the Farmer's Market, watch fireworks on the Fourth of July and shovel each other out in a snowstorm. Oak Parkers aren't afraid to get their feet wet - together - at Ridgeland Commons or Rehm Park swimming pools. They play games in the streets and barbecue together at more than 300 block parties each summer. Together, these people form the very essence of the Village. They live side by side in neighborhoods where the homes are as varied as the people living within them. You will find painted ladies and Prairie Style architecture next to neat stucco, bungalow frame and brick homes. Vintage apartment buildings reside amidst bungalows, along with new construction and ongoing restoration, both inside and out. Like the people who live here, their homes contribute to a unique sense of character to their surroundings.

Oak Park is a leader in environmental consciousness. Oak Park is home to the state's first LEED-certified public works building. The municipal fleet has one of the state's largest contingents of alternate fuel vehicles. LEDs are replacing traf-

fic signals and streetlights. In addition, a comprehensive bicycling plan and abundant public transportation option make leaving one's car at home an easier choice.

Perhaps the most telling statement about community is the Village's policy on maintaining diversity, first authored in 1973 by Village Trustees; then reaffirmed and broadened regularly in the years since. Whether you call it diversity or simply community, it's what Oak Park is all about.

**"The people of Oak Park
choose this community, not
just as a place to live, but as a
way of life ...**

**Ours is a dynamic community
that encourages the contribu-
tions of all citizens, regardless
of race, gender, age, ethnicity,
sexual orientation,
disability, religion, economic
status, political affiliation or
any of the other distinguishing
characteristics that all too often
divide people in society."**

- Oak Park Diversity Statement

Entertainment

Shopping, dining and entertainment options abound in Oak Park. With multiple distinct business districts, shoppers and diners can find just about anything they need or want within a short drive, bicycle ride or walk. The Village boasts scores of restaurants, many specialty shops and art galleries, coffee shops, and a mix of both national and local retail stores housed in accessible, attractive and often historic spaces.

The Downtown Business District is among the Village's largest retail areas with its combination of local specialty stores and well-known national chain outlets as well as numerous restaurants and a multiscreen theater. A walk down Marion Street from Lake is a step back to the turn of the 20th century along a brick street, bluestone side-

walks and granite curbs. This block of Marion Street is transformed into a town square with no traffic allowed for various festivals throughout the year. Nearby South Marion Street and Chicago Avenue add to the mix of restaurants and special service retailers in the area.

Meanwhile, a short stroll down Lake Street to Oak Park Avenue adds even more to one's choices. As Oak Park's first bonafide restaurant district, the area has an eclectic mix of eateries and neighborhood retail shops. The area is just steps away from Scoville Park which is the site of weekend activities throughout the warm weather months.

Move further south on Oak Park Avenue toward the Eisenhower Expressway and opportunities to shop and eat are abundant as well. Hungry visitors can choose among several offerings and later shop for the latest in environmentally friendly home products. This area of town known by locals as South Town is steps away from the CTA Blue Line which whisks riders into the heart of Chicago in less than 15 minutes.

Further east along Harrison Street is the Oak Park Arts District which offers unique shopping and dining opportunities including live entertainment while one dines. A repertory theater on Ridgeland Avenue just south of Harrison Street features live stage entertainment as well as acting classes. This area also is within walking distance of the CTA Blue Line into Chicago.

The Village's other business districts, especially along Madison Street, Roosevelt Road and North Avenue, offer residents a range of eating choices, products and services as well. Madison Street also is home to the Village's longest-running stage theater.

Education

With an abundance of daycare centers, pre-schools, public and private elementary schools, middle schools, Fenwick, Oak Park and River Forest high schools, and countless adult and continuing education programs, Oak Park has an educational curriculum that never ends. What's common throughout the schools and learning environments in Oak Park is that students are not merely taught but inspired by teachers who go beyond the basics. These teachers thrive on the academic achievements of their students and the support of schools committed to giving all students of every age the opportunity to learn, grow and excel.

Oak Park's public school system has embraced the diversity of its student body and focuses on respect and understanding of different cultural and ethnic backgrounds. The schools also are on the forefront of sustainability initiatives with many moving towards a zero waste status and actively exploring ways to decrease the use of paper, including online virtual backpacks to communicate with parents.

The force behind the schools is a community that sees education as a shared responsibility. Parents are as involved in the schools as they are in their own children's educational development.

Business and professional organizations readily volunteer their time and resources by launching programs that give students learning opportunities outside of the classroom. The result is a Village wide commitment to educational excellence.

The educational experience, however, doesn't end at high school. Excellent universities and colleges are just minutes away in all directions. Whether your interest is in continuing education or an advanced degree, Oak Park's proximity to these institutions makes it easy to achieve any educational goal.

All residents of Oak Park benefit by being part of a community that has the vision to take the lead and the strength to make educational opportunities happen for anyone who wants them.

Culture

Oak Park is the nurturing ground for entire schools of architecture, literature, and visual and performance arts. Listen and you can hear the music - jazz, symphonies, blues, rock, folk, alternative, classical. Look and you'll see dancers move seamlessly before you. Revel in performances by Festival Theatre and the Village Players. Theater is encouraged at an early age and both public middle schools and the local high school have acclaimed theatre programs.

Experience the architecture of Frank Lloyd Wright, the inspiration of Ernest Hemingway. Taste the cuisine of acclaimed local restaurants and intimate cafes. Oak Park has a separate Arts District on Harrison Street, home to many unique galleries, boutiques and restaurants.

This is a Village that appreciates art in so many forms and spreads it before you in so many ways. The world's largest concentration of Frank Lloyd Wright homes is joined by



Marion Street at Night

dozens of galleries, studios and antique shops showcasing the works of local artisans, clustered in pockets throughout the Village. An active Oak Park Area Arts Council has propelled the arts from an occasional event to an almost daily celebration. Three locations of the Oak Park Public Library, local bookstores and cafes are all havens for author readings, writer workshops, book discussions and literary events.

Oak Park's culture is so widely known that it attracts more than 200,000 international and local visitors here every year - exploring the Village and its historical attractions on tours from the Frank Lloyd Wright's Unity Temple and the Oak Park Visitors Center.

Only in Oak Park can you find so many forms of culture - so inviting and alive that you can't help but ask for more.

Recreation

Oak Parkers just don't seem to sit still. They're too busy sharing common interests like gardening, history or the arts through more than 40 different organizations, service clubs and lifestyle groups. They're learning new skills in classes held days, nights and weekends for every age, in every neighborhood. They're playing tennis, basketball, lacrosse, soccer, softball, baseball, football, and hockey. They're walking, running, biking, skating, blading. You'll see them in and around the many parks and recreational centers operated by the Park District as well as in schools, the YMCA, gyms and fitness centers.

This is a Village where children are learning to swim even before they can walk. This is a community where teens have their own programs and their own outlets for expressing themselves and interacting with others. Seniors can fill their days socializing, traveling and enjoying retirement together. In Oak Park, programs and activities cater to all residents including those with development or physical disabilities.

Even the parts of the Village which are not walkable are definitely within bike riding distance. Bicyclists find Oak Park a welcoming community. The Grand Illinois Bicycle trail runs through Oak Park and is less than one mile from the Illinois Prairie Path.

When it comes to recreational opportunities in Oak Park, the question is not what to do, but how do you find the time to do it all?

The Park District of Oak Park, created in 1912, serves the recreational needs of the 50,000-plus residents of Oak Park by providing more 3,000 recreation programs and special events annually. This District offers two outdoor pools, an indoor ice rink, the Oak Park Conservatory, historic Cheney Mansion and Pleasant Home, a gymnastics

center, seven recreation centers and 13 parks on 80 acres of parkland.

Commitment

Within Oak Park's 4.5 square miles live one of the region's most diverse mixes of cultures, races, ethnicities, professions, generations, lifestyles, religions, ages and incomes. They donate more than 100,000 hours of their time and talents every year by providing opportunities to fellow residents and sharing their most precious gift - themselves.

With this commitment to making the community strong, it is no wonder Oak Park was named one of the 100 best communities for young people in 2008 by the America's Promise Alliance and was named seventh in Money Magazine's 2009 top 25 places for the rich and single.

Oak Parkers have a habit of raising their hand and volunteering to help more than 100 different social service, civic, community response and healthcare causes. Oak Park encourages participation. You can serve on one of the more than two dozen different citizen commissions assisting and advising the Village Board on community relations, energy and the environment, historic preservation and other issues. Offer your green thumb to the Oak Park Conservatory, or get involved in a wide range of community service and not-for-profit social services organizations.

This is a Village that gives back. As a professionally managed municipality, Oak Park offers services that make the community a better place to live and work. Police are responsive, neighborhoods clean, the streets safe, transportation accessible and the Oak Park quality of life attainable by all.

Oak Park has something for everyone and everyone is encouraged to participate. The common thread - between residents and the Village alike - is the unending sense of giving. And what each gains far exceeds what they give.

Convenience

Draw a circle on a map, with Oak Park at the hub. Within 20 minutes, you can be almost anywhere in the Chicago area, be it downtown Chicago, O'Hare or Midway Airports, more than 25 sports facilities, countless suburbs, thousands of restaurants, theatres, hospitals, medical centers, schools and universities. You don't even have to own a car.

Surrounding this enviable location is an abundance of public transportation, letting you get into, out of and around Oak Park effortlessly. With two Chicago Transit Authority (CTA) elevated rail lines (Blue and Green), the Metra (Union Pacific West Line) train and an extensive network of PACE and CTA bus lines, public transit options abound.

Driving? Interstate I-290 runs directly through Oak Park, linking you with major highways into Chicago, the suburbs and beyond. Oak Park sits near Chicago's two international airports.

Oak Park's great location and superb transit system put neighborhoods within walking distance of multiple transportation access points enabling college students and business professionals to commute downtown to school or work. It makes Oak Park's businesses and attractions accessible to employees, tourists and shoppers well beyond the Village's boundaries.

The very reasons why people live and work in Oak Park — convenience, community culture, opportunity education, recreation and commitment — all add up to a quality of life unique to urban and suburban environments.

Some current and former celebrated citizens of Oak Park include:

Frank Lloyd Wright who, at age 22, started his home and studio in Oak Park. During his 20 years in Oak Park, he designed dozens of structures in the community and founded the Prairie School of Architecture. Today, the area surrounding his home and studio is a National Historic District, and contains the greatest concentration of Prairie-style houses in the world.

Edgar Rice Burroughs, while born in Chicago, moved to Oak Park in 1910 where he wrote 22 of the subsequent books to "Tarzan" which he wrote in 1912 while living in Chicago.

Doris Batchelder Humphrey was born in Oak Park in 1895. As a young woman early in the last century, she became a celebrated dancer and choreographer influencing American dance for many years.

Ernest Hemingway was born and raised in Oak Park. He remained in the community until leaving for the war in Spain and the beginnings of his subsequent writing career.

Ray Kroc, the founder of McDonald's, was born in Oak Park and lived there for 55 years before moving to California.

Harriet Robinet is a contemporary author of children's books. She currently lives in Oak Park.

Bob Newhart was born in the village, and maintained an apartment in the community for many years.

Percy Lavon Julian, an African American researcher, was responsible for discoveries in the manufacture of drugs, hormones, vitamins, paint and paper resulting in over 100 patents. He and his family are symbols of the integration of Oak Park for the last half-century.

ABOUT THE VILLAGE GOVERNMENT

The Village of Oak Park, established in 1902, has Home Rule Powers under the Illinois Constitution and is governed by a seven-member, nonpartisan Board of Trustees elected to four-year staggered terms. All members are elected at-large. The Village President is directly elected. The next election is in April 2013, at which three Trustees and the Village President will face re-election. The Village Board meets in regular session on the 2nd and 4th Mondays of every month at 7 pm. Study sessions are every 1st and 3rd Monday at 7 pm.

The Village of Oak Park offers a wide range of municipal services relying on a full-time workforce of 365 employees and an annual operating and capital budget of approximately \$57 million excluding schools and parks which are separate entities from the Village. Employees of the village are represented by 10 collective bargaining units. Seventy-five percent of the workforce is unionized.

The Village Manager is appointed by the Board of Trustees to an indefinite term. There have been ten managers since the creation of the Council-Manager form of government in 1952; four have served since 1986. The Manager oversees a management team which is currently structured according to the organizational chart provided on page 6.

The Village organization includes the Office of the Village Clerk that is led by an elected Village Clerk and staffed by Village employees.

The Oak Park Village President and Board of Trustees (Village Board)

David Pope, President - First Elected 2003*

Glenn Brewer, Trustee - First Elected 2009*

John Hedges, Trustee - First Elected 2007*

Ray Johnson, Trustee - First Elected 2003

Colette Lueck, Trustee - Board Member since 2008*

Adam Salzman, Trustee- First Elected 2011

Robert Tucker, Trustee - First Elected 2011

***Election for the President and three Trustees and the City Clerk will take place in April 2013.**

In addition to the Village there are the following independent jurisdictions with which it is important to maintain close working ties and relationships:

School District Number 97 is coterminous with the Village. Its facilities include eight K-5 schools and two middle schools.

High School District Number 200 serves the Village and the adjacent Village of River Forest.

Oak Park Township, also coterminous with the Village, offers a range of human services to residents.

The Park District of Oak Park, also independent and coterminous with the Village, provides a range of leisure time activities and manages its own facilities. The facilities include two outdoor pools, an enclosed ice rink, and a variety of outdoor and summer facilities.

The Oak Park Public Library provides a range of services to residents. Facilities include the Main Library, a new facility that opened in 2003 and two branches.

Oak Park by the Numbers

Demographics

51,878 population (2010 census)
Median age 38.9
63.8% white
21.2% black
6.8% Hispanic
5.2% Asian, American and Alaskan Indians
3.0% Multi Racial

Places of Worship

4 Jewish congregations (1 temple and 3 meet in homes)
45 Protestant and non-denominational churches (23 denominations)
5 Roman Catholic parishes
4 Buddhist communities

Financial Information 8 banks

10.407% Property Tax Rate (1.288% municipal government share) Bond rating - Moody's Aa3; Standard & Poor's AA

Fire Department

Class 2 rating - three fire stations
Accredited Fire Department
Accredited EMS Department

Police Department

Main station located in lower level of Village Hall (123 Madison St.) Seven Resident Beat Officers
Satellite stations throughout the Village

Health Care Services 2 community hospitals 1 kidney dialysis center 1 mental health center Several social service agencies dealing with housing, economic development, mental health, health care, people with disabilities, youth and senior citizen services.

2011/2013 VILLAGE BOARD GOALS & VISION

1. Retail Strategy and Commercial District Vitality

- a. Resolution/Complete Direction on Key downtown Parcels
- b. Adopt Design & Financing Plan for Madison
- c. Decrease Retail Vacancies, Increase Retail/Commercial Tax Revenues & Improve Retail Mix
- d. Staff/OPDC Reporting on Progress Against Plans for Each Business District

2. Fiscal Responsibility

- a. More Structured Financial Plan for C.I.P. Going Forward
- b. Conduct Pension Scenario Evaluation and Adopt Plan
- c. Implement 5-yr Budgeting Approach

3. Sustainability

4. User-Friendly Village Hall

- a. Technology Review From a Use Perspective
- b. Technology Review From an Operational Perspective
- c. Progress/Improvement Re: BPS (Building & Property Standards)
- d. Improve Customer Service



5. Intergovernmental Cooperation

- a. Identify/Improve/Implement X-Jurisdictional Sharing of Services & Equipment (Consistent Process & Specific Examples)
- b. Identify Ways to Jointly Address Community Needs
- c. Pursue Joint Agreement Regarding Dispute Resolution Procedure
- d. Consider Collaboration for E.C.C & Education

6. Public Safety

- a. Improve Communications Re: Crime rates, Tactics, Arrests and Prevention

7. Housing & Diversity

- a. Complete Diversity (Housing) Chapter of the Comprehensive Plan

8. Infrastructure & Public Works

- a. Charge Finance & ReGo Commute with Review and Updates to C.I.P. Plan by June 2012

9. Tourism and the Arts

- a. Implement Selected Elements of Heritage Tourism Study (Economic Development Committee of Board Work with Oak Park Visitor Bureau for Guidance on What to Pursue)
- b. Address % for Art Ordinance
- c. Consider/Adopt Plan for Dedicated Public Art Investment Program (Through PAAC work & recommendation)

10. Community Building & Civic Engagement

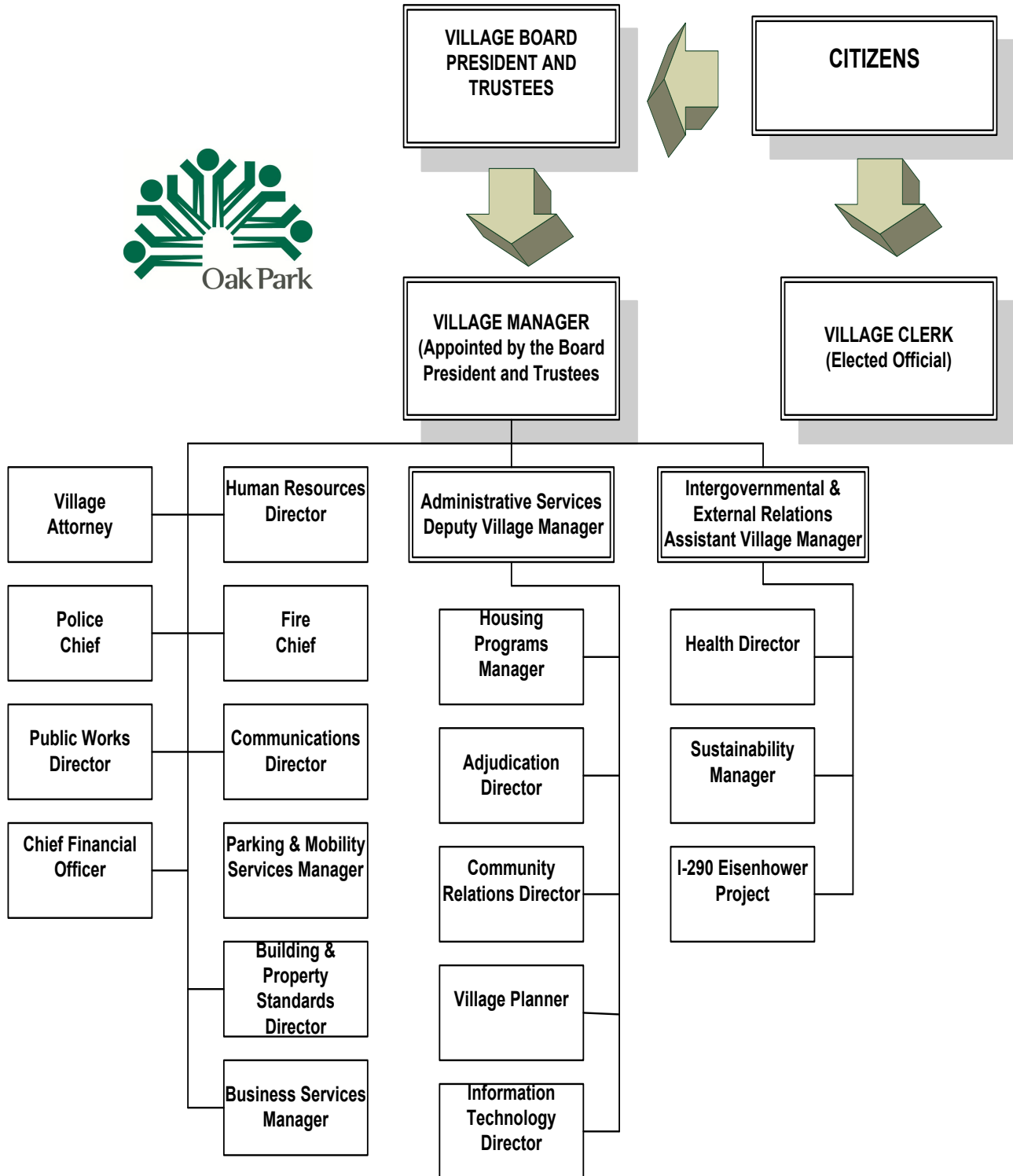
11. Governmental Transparency & Communications

- a. Board Open Engagement with Public (Clarify Board's own definition of when to be in closed versus open session)
 - 1. Office Hours/coffee shop assessability
 - 2. Board Tables at Farmers' Market
 - 3. Block Walks
 - 4. Public Forum & Open Discussion (e.g. TIF, Springfield, Planning Development)
 - 5. Board Members Speak to
 - 6. Message Board on VOP Web Site (Identified)
 - 7. Graphical Summary & Presentation of Budget & Finances

12. Legislative

Village of Oak Park, Illinois

ORGANIZATION CHART



ISSUES AND OPPORTUNITIES

- Although still struggling through the current national recession, currently the Village is financially sound. Pension financing, comprehensive debt analysis and achievement of fund balance goals are continuing fiscal issues facing the next Village Manager.
- In the aftermath of recent budget cuts resulting in a 20% staff reduction, employees are perceived by some to be becoming increasingly unionized and less customer service oriented.
- Labor/management relations, especially with one bargaining unit are currently tense.
- Oak Park is strongly committed to its very aggressive and long standing programs to maintain neighborhood diversity and to prevent re-segregation.
- The Village is blessed with an excellent group of key staff members. There is a need for the next Village Manager to focus on strategic planning, team building, performance management, and organizational output based on exceptional customer service. Several Board members are interested in exploring a performance-based employee pay system.
- All members of the Village Board are committed to aggressive economic development as a critical tool for enhancing the Village tax base. The Village has assembled and owns a significant amount of commercial property for future economic development. There are now several separate agencies involved in economic development in Oak Park. The Village Board has authorized and funded an Economic Development Director position with the goal of packaging the various efforts into a cohesive and unified marketing program
- Oak Park is nationally recognized as a leader in environmental sustainability and is fully committed to remaining on the cutting edge in this important effort.
- The Village is in need of a modern, centralized and integrated records management system.
- The current Village financial management system is not fully functioning nor is it well integrated. A need exists to better digitize Village Hall.
- Oak Park is a safe community with a low crime rate but is situated adjacent to a very high crime rate area. The Oak Park Police Department and other agencies in the Village have pioneered a number of innovative and successful crime prevention and enforcement techniques and programs which contribute to keeping the crime rate low in Oak Park. Maintaining a safe community is a major community value.
- The municipal infrastructure (sewers, water, streets) in some parts of the Village is aging and in need of repair/replacement.



THE IDEAL CANDIDATE

The successful candidate must bring to the challenge a proven range of experiences and skills that will almost immediately connect to the Village's plans for the future, its decision-making processes, and the needs of the administration for hands-on leadership. The Board of Trustees seeks a leader who is proactive, has deep experience in organization operations and cultures, has demonstrated experience in performance measurement, and has specific successes in process improvement. While it is possible the successful candidate may have a blend of public and private sector experience, the complexity and intensity of the community will not allow for a steep learning curve. Performance in the short-term matters. He/she must have a full understanding and appreciation for the council/manager form of government and honor its intrinsic role distinctions.

The following attributes have been identified as vital for the next Village Manager.

Personal

- A person of strong personal and professional ethics and values who is well respected and able to gain the trust of the elected and appointed leadership, the staff, the development and business communities, and the citizens.
- Able to balance the inherent ambiguity between following the direction of the entire Board of Trustees while building effective working relationships with the Village President and individual Trustees. The ideal candidate must lead and facilitate Board direction and assist the Board to reach consensus on their goals and priorities.
- Able to work with the Board of Trustees in developing new means of engagement between the Board, the administration, and the staff in a manner which is mutually understood by all.
- Able to recognize the need for diversity in the Village's workplace, contract awards, and program implementation and to guide department heads to have the same recognition.
- Be a strategic thinker with an eye for detail with a strong orientation toward customer service. The successful candidate will be accustomed to working in a growing metropolitan area from the perspective of core city rather than suburban values.
- Willing to play a highly visible role in the community on operational issues. The ideal candidate must par-

ticipate broadly across the leadership structure of the community and region while being accessible to the neighborhoods and other institutions.

- Able to delegate internal managerial responsibility, holding the staff accountable throughout the organization for performance and supporting them in achieving defined objectives. The ideal candidate will have extensive experience in staff development and team leadership, and will hold managers accountable throughout the organization for meeting the Village Board's policy directives.
- Willing to work openly with community groups and employees; not confrontational or an egoist but rather direct, collegial, and facilitative.
- A pragmatic thinker with a vision for integrating and implementing smart growth principles and anticipating municipal development trends and issues. He/she must also have an understanding of historic preservation as a means of viable urban redevelopment.
- A consensus builder able to balance all perspectives of citizens, elected officials, and administrators. He/she must be able to manage ideas and people.
- A strong communicator, effective at being able to communicate complex issues understandably and comfortable with modern forms of communications such as social media.
- Able to promote and continue green and sustainable initiatives throughout the Village.
- An accessible team leader and colleague who is comfortable with delegation and accountability; is not dogmatic or controlling. Oak Park requires careful decisions and commitments. The successful candidate must work in a collaborative environment, but remain decisive and in charge.

Professional

- Minimum qualifications are a bachelor's degree in public administration or a related field and has served as either the CAO or full assistant CAO of a local government. MPA preferred.
- A mature and experienced leader with extensive experience in leading a comparable organization with comprehensive knowledge and proven skills in economic development, community marketing and reinvestment, finance, environmental sustainability, labor relations, technology and proc-



ess improvement and staff development.

- A professionally stable administrator with a record of tenure and consistent career growth. The Board of Trustees does not seek a resume builder. They do seek a manager willing to stay but also willing to take risks to improve the organization and contribute to the growth of the Village.
- An active regional leader with experience in representing urban core communities as the key to regional vitality and growth. This includes the proven record of honoring the diversity of the communities that make up the region.
- A proven track record of staff development with an emphasis on specific performance improvement, diversity and team building. The ideal candidate will have experience in serving urban, core cities and be a proactive leader who manages municipal services by establishing priorities and setting clear goals and by utilizing performance metrics to evaluate and improve levels of service and organizational efficiency.
- A demonstrated background in guiding and participating in the redevelopment of cities and metropolitan areas. The ideal candidate will be a coalition builder, equally at home with corporate and community leaders.
- A person of strong professional values and ethics; politically neutral, but astutely aware of the political process.
- Must listen and be “whole village” centered and not myopic.
- Must be naturally proactive, well-organized and diplomatic and use common sense.



Frank Lloyd Wright Home and Studio in Oak Park (1)



Frank Lloyd Wright House in Oak



Frank Lloyd Wright Home and Studio in Oak Park (2)



COMPENSATION

The compensation for the Village Manager position will be highly competitive. The starting compensation level is dependent upon the selected individual's qualifications and match with the desired attributes being sought by the Village. The Village will pay reasonable and customary moving expenses for the next Village Manager who is required to live within the Village limits.

For more information about this unique opportunity, visit Oak Park on the web at www.oak-park.us.



TO APPLY

In order to be considered for this position, please send your resume and cover letter with current salary by Friday, August 17, 2012, to



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