



Date: 05.16.05

From: David G. Pope
Village President
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Village Board List Skills, Characteristics for New Trustee

The skills and characteristics the Village President and each member of Board of Trustees would like to see in the individual selected to fill the current Board vacancy has been synthesized into a job description to aid in the consideration process. The Board vacancy occurred when David G. Pope was elected Village President in April. The Village President has the responsibility to nominate a candidate. A majority vote of the Village Board is required for approval. The candidate selection criteria are attached.

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Trustee Selection Criteria

Position Description: Oak Park Village Trustee

Term of service: Two-years (through April 2007)

Personal Characteristics:

The ideal candidate will have demonstrated experience working in team-oriented, collaborative environments. The candidate will be able to work effectively as part of a policy-level board, working together with other policy-makers as part of a team, committed to the collective interest of all of Oak Park. The candidate will be a person of high integrity who will bring intelligence and commitment to the role, but also flexibility and a willingness to play different roles in different circumstances, based upon the collective needs of the Board and the community. The candidate will be able to clearly articulate positions, and will be an active and capable listener. The candidate will be an open-minded individual, willing to spend time to understand the positions of others (including those possessing perspectives that may differ from the candidate's own). The candidate will have a demonstrated track record of achievement, and of getting things done.

The ideal candidate will also have a degree of familiarity with issues facing both the community and the municipal government of the Village of Oak Park, and/or a strong capacity to quickly achieve the level of familiarity necessary to function effectively as a Village Trustee. The candidate will have demonstrated a commitment to service, and ideally will have some history of service or involvement in Oak Park. At the same time, the ideal candidate will be an independent thinker and will take positions on issues based on what he or she reasonably believes to be best for the community from a good policy-making perspective and without regard to political consideration or partisan affiliation.

The ideal candidate will also help to strengthen the diversity of experience and perspectives of the Board of Trustees itself.

Technical Skills and Qualifications:

The ideal candidate will possess a combined academic background and professional experience that reflect the following qualifications and skills. The ideal candidate will possess a strong understanding of budgeting and finance. He or she will also have direct experience or the capacity to easily grasp policy-level issues in the areas of planning and development. The ideal candidate will have had some exposure to performance measurement and evaluation, and ideally will have direct experience in evaluating program performance at a policy-level through some form of systematic evaluation process. The ideal candidate will also have had experience in project-oriented environments.