

The Village of Oak Park, Illinois

Invites your interest in the position of

VILLAGE ATTORNEY



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 contributions 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 than 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 gym-

nastics 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 for 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'.

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, a contemporary author of children's books, 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 1st and 3rd Mondays of every month at 7:30 pm. Study sessions are every 2nd and 4th Monday at 7 pm.

The Village of Oak Park offers a wide range of municipal services relying on a full-time workforce of 373 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, including the Village Attorney, 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

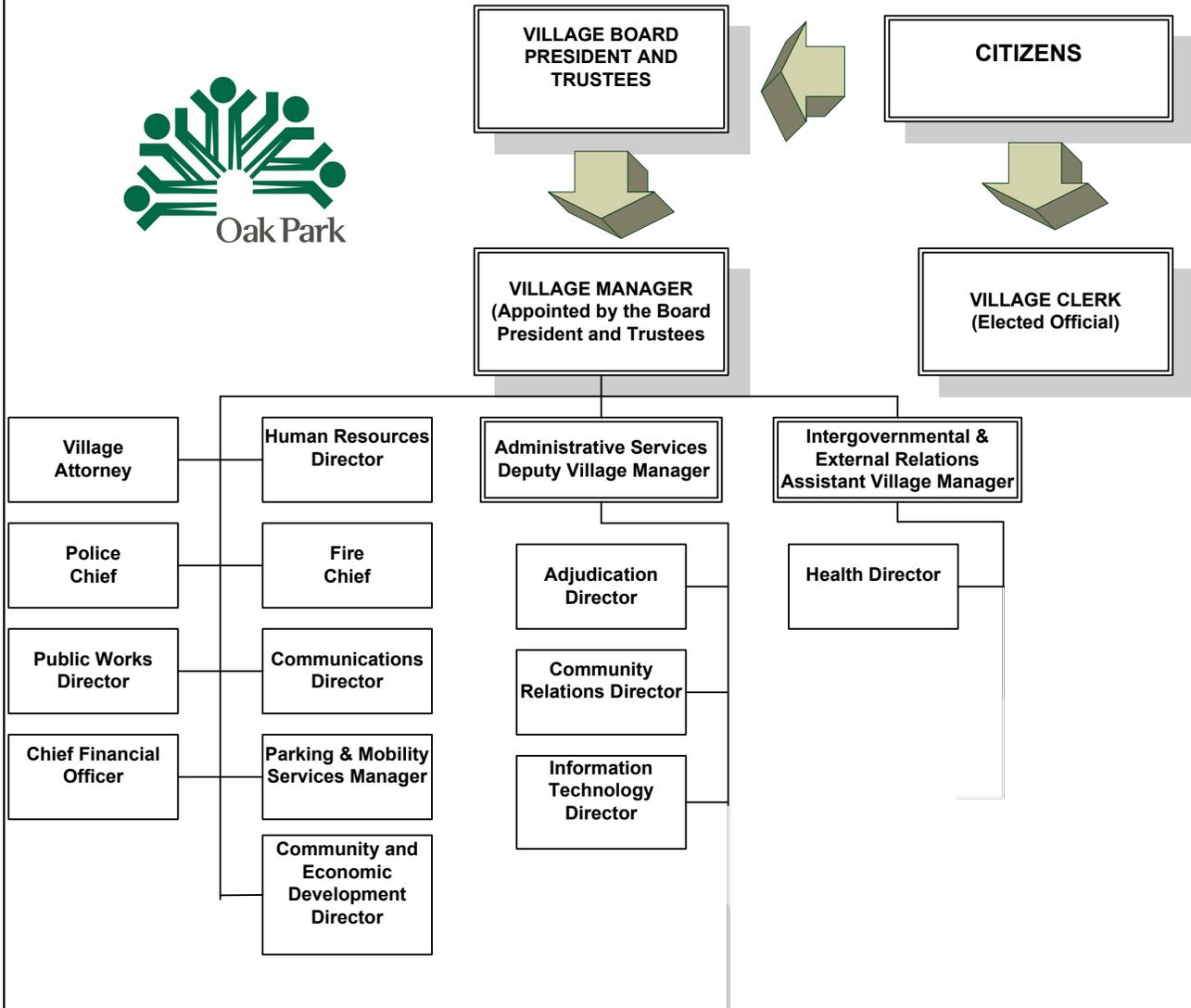
Police Department

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.

Village of Oak Park, Illinois

ORGANIZATION CHART



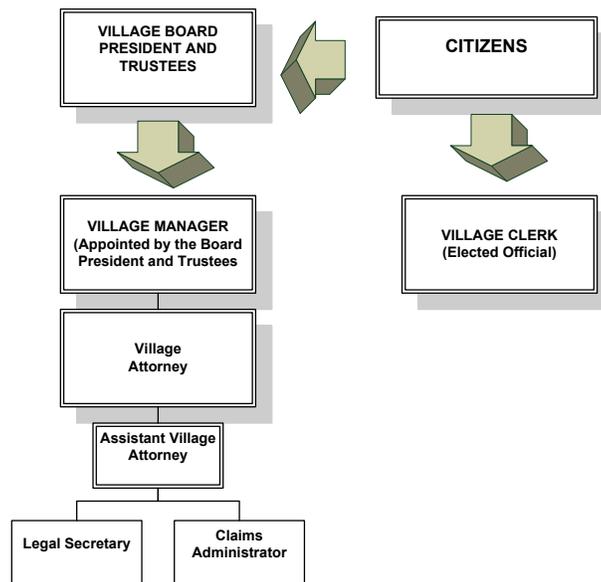
THE VILLAGE ATTORNEY DEPARTMENT



The Law Department is responsible for coordination of all the legal matters for the Village of Oak Park. The Department reports to the Village Manager. It provides internal services to other Village Departments in the form of legal counsel with an emphasis on services to the Village President and Board of Trustees, the Village Manager's Office, Department Directors and as needed to the staff liaisons assigned to Village Advisory Boards and Commissions.

The Department consists of two divisions, Law and Risk Management. It provides legal services including advice and counseling; prosecuting and defending civil litigation and other contested matters; drafting ordinances resolutions, contracts, program manuals and other documents; ensuring the enforcement of ordinances; and traffic court prosecutions. Departmental personnel include the Village Attorney, an Assistant Village Attorney, a Legal Secretary and a Claims Administrator.

Village of Oak Park, Illinois VILLAGE ATTORNEY ORGANIZATION CHART



Frank Lloyd Wright Home and Studio in Oak Park

THE VILLAGE ATTORNEY

From the Village Class Specification

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Village's Law Department; to coordinate assigned activities with other Village departments, outside agencies and outside legal counsel; and to provide highly responsible and complex administrative support to the Village Manager, President and Board of Trustees.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Village Manager. Exercises direct supervision over professional, technical and clerical Village employees as well as over outside legal counsel.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

Assume full management responsibility for all Law Department services and activities including legal advice, prosecution and documentation; recommend and administer policies and procedures.

Manage the development and implementation of Law Department's goals, objectives, policies, and priorities for each assigned service area.

Establish, within Village policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Plan, direct and coordinate the Law Department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

Select, train, motivate and evaluate Law Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Oversee and participate in the development and administration of the Law Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.

Explain, justify and defend Law Department programs, policies,



Oak Park Metra Station



Kids in Downtown Fountain



Micro Brew Festival



Avenue Garage Solar Panel



Among Oak Park's Finest

and activities; negotiate and resolve sensitive and controversial issues.

Represent the Law Department to other Village departments, elected officials and outside agencies; coordinate Law Department activities with those of other departments, outside agencies and organizations.

Coordinate and draft ordinances, resolutions and agreements for regular Village Board meetings.

Oversee and direct efforts to collect debts due to the Village for utility service, damage to Village property claims, licenses, permits and other services rendered by the Village.

Provide staff assistance to the Village Manager, President and Board of Trustees; prepare and present staff reports and other necessary correspondence.

Provide staff support to assigned boards and commissions.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public law.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a public legal office.

Policies and procedures of legal prosecution.

Courtroom procedures.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance



evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Basic computer operation and functions.

Ability to:

Plan, organize, direct and coordinate the work of lower level staff and consulting attorneys within established timelines.

Develop and enforce legal documents and contracts.

Utilize the legal system to support Village goals and objectives.

Defend the Village during court room proceedings.

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

Lead and direct the operations, services and activities of the Law Department.

Identify and respond to community and Village Board issues, concerns and needs.

Develop and administer departmental goals, objectives, and procedures.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies,

laws and regulations.

Communicate clearly and concisely, both orally and in writing in a timely manner.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned office equipment.

Maintain mental capacity which allows the capability of:

- Making sound decisions
- Demonstrating intellectual capabilities.

Experience and Training Guidelines

Experience: Seven years of increasingly responsible experience in municipal or related government law, including trial experience. **AND**

Training: Equivalent to a Juris Doctorate (JD) from an accredited law school. **AND**

License or Certificate: Membership in the State Bar of Illinois.

WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position for prolonged periods of time.



Frank Lloyd Wright Home and Studio in Oak Park

THE IDEAL CANDIDATE

The following attributes have been identified by the Village Manager as highly desirable for the next Village Attorney.

- ◆ Will see the job as “corporate counsel,” that is, as manager of the Village legal program, as legal counselor to the Village Manager and, through her, to the Village Board and to department heads.
- ◆ Will provide leadership to staff; organize, delegate, supervise and evaluate work; negotiate for and oversee the work of outside counsel and manage the Village Attorney’s office in an efficient and cost-conscious manner.
- ◆ Will be knowledgeable and current in municipal law and apply it in a consistent manner.
- ◆ Will review and update the Village Attorney’s existing systems, policies and procedures and ensure that they are applied consistently.
- ◆ Will assist the Village Manager in preparing the Village Board agenda packets and in doing so will provide well prepared written legal opinions as appropriate.
- ◆ Will have in-depth knowledge and a comprehensive understanding of municipal law.
- ◆ Will establish and maintain positive client relationships and be able to instill trust and confidence in the soundness and accuracy of all legal opinions and advice rendered.
- ◆ Will understand and appreciate that the Village Attorney works for the Village Manager and that the Attorney’s primary function is to assist the Manager in enabling the operating departments to achieve their missions.
- ◆ Is politically neutral, but astutely aware of the political process.
- ◆ Is professionally ethical, honest and fair - - does not play favorites and avoids any conflict of interest as well as the appearance of same.
- ◆ Understands the concept of performance management and have some familiarity with outcome based management, performance metrics, bench marking and best practices.
- ◆ Must be naturally proactive, well-organized and diplomatic and use common sense.



COMPENSATION

The compensation for the Village Attorney 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.

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



TO APPLY

The position will be open until filled and the first review of resumes will be April 8, 2013 . We are anxious to fill the position soon. Please send a detailed cover letter and resume with current salary immediately to:

Robert Slavin, President
SLAVIN MANAGEMENT CONSULTANTS
 3040 Holcomb Bridge Road, Suite A-1
 Norcross, Georgia 30071
 770-449-4656 (phone)
 770-416-0848 (fax)
slavin@bellsouth.net
www.slavinweb.com



AN EQUAL OPPORTUNITY RECRUITER/EMPLOYER