



Assistant Village Manager/ Neighborhood Services Director

The Village of Oak Park, Illinois (Pop. 54,583) is seeking an experienced, dynamic and collaborative leader for the newly created position of Assistant Village Manager/Neighborhood Services Director. This role will serve as the inaugural head of a newly created Neighborhood Services Department* to assist the Village with implementing a vision for holistic, neighborhood-based service delivery, in support of maintaining and fostering vibrant and livable neighborhoods throughout Oak Park.

***previously a division in Development Services**

Assistant Village Manager/ Neighborhood Services Director



While overseeing the operations of the Neighborhood Services Department, including housing, code compliance, neighborhood engagement and communication, public education, grants administration and Village special event and film permitting, the incumbent also acts as the Village Manager's liaison, leading the Organization's interdepartmental assessment of neighborhood conditions and responses to issues impacting the livability of Village neighborhoods. As the principal steward of neighborhood livability and vitality, the Assistant Village Manager/Neighborhood Services Director effectively harnesses departmental, community and intergovernmental resources and partnerships to ensure responsive neighborhood-based service delivery and resource allocation consistent with neighborhood and community needs. The successful candidate will exemplify the Village Organization's core values of community, connection, service and respect.

About Oak Park

Located just nine miles west of downtown Chicago, the Village of Oak Park offers a distinctive urban/suburban lifestyle in a thriving, multi-cultural community. Well-known for progressive values, tree-lined streets and bustling business districts, Oak Park serves as an ideal place to live, work and play. As a longstanding community of choice, the Village benefits from convenient access to local and regional transit, high quality public schools, and arts and cultural attractions includ-

ing Frank Lloyd Wright's home and studio and his acclaimed Unity Temple, which was recently designated as a UNESCO World Heritage Site.

The people who live, work and play in Oak Park have a strong sense of community. Intentionally and proudly diverse in race, religion, ethnicity, age, income level and lifestyle, Oak Park is committed to diversity, equity and inclusion principles that welcome, respect and encourage the contributions of all of its community members. With a tradition of citizen involve-



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ment, and accessible and supportive local government, the Village invites active participation in decisions that affect community members' lives, families and way of life.

Bounded on the east and north by the City of Chicago, on the west by River Forest and Forest Park and on the south by Cicero and Berwyn, Oak Parkers know that all of our lives are interconnected and collaboration and cooperation are necessary to solve some of our community's most pressing challenges. Actively involved in regional sustainability efforts, Oak Park's award-winning climate action plan ("Climate Ready Oak Park") is a model for local governments looking to chart a sustainable path into the future.

About the Position & Department

The Assistant Village Manager/Neighborhood Services Director reports directly to and provides complex administrative support to the Village Manager who reports to the Village Board in a Council-Manager

form of municipal government. The position plans, directs, manages and oversees all activities and operations of the newly created Neighborhood Services Department: neighborhood code compliance, neighborhood housing programs, neighborhood engagement (partnerships), public education, community development block grant and other grant administration, and Village special event and film permitting while coordinating assigned activities with other Village departments and outside stakeholder groups. Key stakeholders and partners include two commissions - the Community Development Citizens Advisory Committee and the Housing Programs Advisory Committee — and three partner agencies — the Oak Park Housing Authority, Oak Park Residence Corporation and Oak Park Regional Housing Center. The Assistant Village Manager/Neighborhood Services Director serves as the staff liaison and contract administrator.

The Assistant Village Manager/Neighborhood Services Direc-

tor oversees 16 FTEs and an anticipated operating budget in excess of \$1.6M in addition to overseeing the Village's \$1.5M in Community Development Block Grant (CDBG) funds, and administering the Village's Affordable Housing Trust Fund which currently has a balance of \$3.2M. The incumbent will have the opportunity to stand up the Neighborhood Services Department and, in partnership with the Village Manager, formulate and implement a strategic vision for Neighborhood Services. Several management positions in the newly created department are filled with talented and experienced staff. The incumbent will also have the opportunity to make additional key leadership and administrative support hires upon appointment.

In addition to providing world-class baseline services, identified priorities for the new Neighborhood Services Department will be:

- Assessing existing housing and neighborhood programs;
- Collaborating with the Office of Sustainability and Resil-



ience to evaluate and enhance the Department's capacity for housing sustainability retrofit programs including ongoing technical assistance for neighborhood residents in support of Climate Ready Oak Park;

- Collaborating with the Development Services Department to finalize the recently initiated housing study and formulate and implement an updated housing strategic plan;
- Continued implementation and growth of the Affordable Housing Trust Fund in collaboration with the Development Services Department;
- Strengthening interdepartmental collaboration, community and intergovernmental partnerships, and service-delivery for unhoused community members including active participation in the Oak Park Homelessness Coalition;
- Assessing the Village's long-standing partnerships with its housing-related partner agencies in collaboration with the Office of Diversity, Equity and Inclusion (DEI);
- Creating the infrastructure for Neighborhood Partnership programs and services to facilitate systematic support for public and volunteer engagement, communication, problem-solving, and community-building with neighborhoods and residents;
- Initiating a community and civic education program to facilitate greater resident and community understanding of Village government oper-

ations and community initiatives; strengthen relationship building with Village officials; and foster informed community leadership and public engagement;

- Collaborating with the Police Department and Office of DEI on facilitating neighborhood, community, cross-community, and intergovernmental/agency partnerships in support of community safety initiatives;
- Operationalizing the Village Hall Welcome Center as a clearinghouse to ensure responsive and seamless service connection for Village Hall visitors; and,
- Working with the Village Manager and leadership team to identify an approach for assessing and strategically maintaining and fostering neighborhood livability in the village.

Minimum Qualifications: Five years of progressively responsible management experience in comprehensive programs involving neighborhood programming, housing and community development, urban planning, code enforcement, and federal grants administration AND possession of a bachelor's degree from an accredited college or university with major coursework in urban planning, public policy, public administration, business administration or a related discipline. Other combinations of experience and/or education that meet the minimum requirements may be substituted.

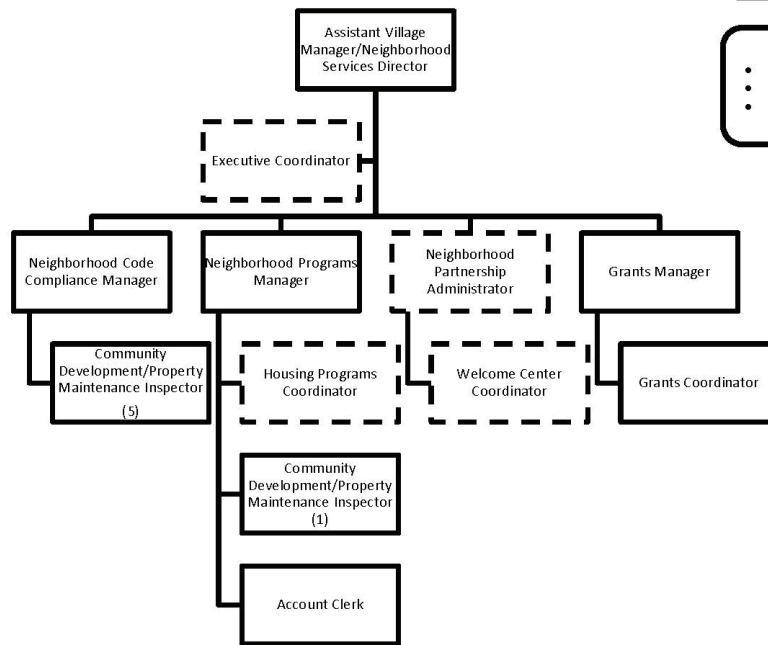


Neighborhood Services

Neighborhood Services

- Neighborhood Code Compliance Division
- Neighborhood Programs
- Neighborhood Partnership Office
- Office of Grants Administration

16 FTEs



Commissions

- Community Development Citizens Advisory Committee
- Housing Programs Advisory Committee

Partner Agencies

- Oak Park Housing Authority
- Oak Park Residence Corporation
- Oak Park Regional Housing Center

Key Initiatives

- Oak Park Homelessness Coalition
- Housing Trust Fund
- Rental Licensing/Short Term Rentals
- Neighborhood Registry Program
- Civic Education and Engagement
- Special Event Permitting



Preferred Qualifications:

A Master's degree in urban planning, public policy, public administration, business administration or a related discipline is preferred. Experience working in diverse, urban communities is highly desirable.

Compensation & Benefits:

The Village of Oak Park offers a highly competitive benefits package that includes Illinois Municipal Retirement Fund (IMRF) participation, health and life insurance, vacation, sick leave and other benefits including flexible working arrangements. The annual salary range for the Assistant Village Manager/Neighborhood Services Director is \$150,000 +/- DOQ.

Residency within Oak Park is strongly desired and close proximity within 10 miles is required. The Village will provide assistance to candidates who relocate to Oak Park within 9 months of selection.

The ideal candidate:

- Will be a strong leader who can build, inspire and motivate a team, set and execute a vision, delegate, and provide guidance, mentorship and support to staff and members of the broader community.
- Will be an effective and brave communicator who can clearly articulate ideas, listen actively to multiple points of view, and facilitate constructive dialogue; adept at

presenting information to diverse audiences and engaging in diplomatic and empathetic communication.

- Will be an intentional collaborator who can build strong connections and foster productive relationships with various stakeholders including staff, residents, community organizations and other partners; understands the value of collaboration and can work effectively with different groups to find common ground and achieve common goals.
- Will be an engaged problem-solver with the ability to analyze issues, develop creative solutions, and make informed decisions; resourceful and adaptable when address-



ing neighborhood issues and finding innovative approaches to various challenges.

- Will be a curious and confident expert who has a strong understanding of the principles and practices of housing, neighborhood and community development, urban planning, real estate development, grants administration, and community engagement; stays informed about current trends and best practices in the field and continuously seeks professional development opportunities to enhance knowledge and skills.
- Will be a strategic powerhouse who can envision the communi-

ty's future and align Neighborhood Services planning with the overall vision of the Village; proactive in identifying opportunities, anticipating challenges, and adapting strategies to changing circumstances.

- Will be an ethical individual of the highest integrity who upholds the Village's standards, demonstrating transparency, honesty, respect, and accountability in the work; prioritizing the community's best interest and ensuring fairness in decision-making processes.
- Will be an emotionally intelligent maximizer who effectively navigates diverse community dynamics; demonstrating

empathy, understanding different perspectives, maintaining composure in challenging situations; culturally sensitive and responsive when seeking input and engaging community members in the decision-making process.

- Will be a resilient optimist who recognizes that growth and change can be a lengthy process; demonstrates perseverance and remains committed to goals despite setbacks or obstacles, maintaining a positive attitude and motivating others to overcome challenges.

How to Apply:

To apply, candidates must submit a comprehensive resume, cover letter and contact information for five professional references to Assistant Village Manager/HR Director Kira Tchang at ktchang@oak-park.us.

Candidates may contact Ms. Tchang with any questions.

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating mutually respectful, multicultural and equitable environment does not happen on its own; it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other protected characteristics.