



Assistant to the Village Manager, Village of Oak Park, IL

September, 2023

The **Village of Oak Park**, Illinois, a dynamic community, located just eight miles west of Downtown Chicago, is accepting applications to fill the **Assistant to the Village Manager** position. This position is responsible for high-level administrative, analytical, technical, and strategic support to the Village Manager.

The Assistant to the Village Manager will be responsible for administration of assigned areas of the Village Manager Department; policy and legislative analysis; fiscal, economic, and service impact analysis; benchmarking, management, and operational studies; business process improvement analysis and coordination; budget development and management; purchasing and contract administration; project and program management; strategic business planning and performance measurement administration; author and review memoranda, correspondence, talking points, speeches, and administrative policies and procedures; review and create presentations; analyze, evaluate, and develop programs; prototype solutions to complex administrative and community issues; formulate Village policy, programs and implementation strategies; participate on and coordinate interdepartmental teams and related work programs; and provide highly responsible and complex staff assistance to executive management within the Village Manager Department and throughout the Village organization as directed.

Work assignments have a significant impact on Village-wide and department operations with a principal focus on support to the Village Manager in the planning and implementation of Village-wide goals, priorities, and initiatives; managing organizational performance, and enabling effective governance.

The ideal applicant will be able to accomplish the items listed below.

- Coordinates and manages programs, projects, and initiatives as assigned by the Village Manager.
- Conducts long- and short-range research to assist management decision-making and develops recommendations regarding new and/or modified Village programs.
- Participates, leads, or staff's committees and taskforces as assigned by the Village Manager.
- Supports the Village Manager in coordinating the Village's government affairs program, including: formulating and thereafter updating the Village's annual, intergovernmental legislative and funding priorities; facilitating and supporting analysis of legislative bills and funding priorities and development of related position statements and advocacy strategies consistent with Village Board priorities; ongoing communication and collaboration with legislative delegation offices and key, local, state, and federal agencies; and coordination of public communication, civic engagement, and special events supporting government affairs priorities.
- Coordinates preparation and monitoring of the Village Manager Department Budget.
- Coordinates and provides organizational support and guidance to executive, management, and professional staff on the Village's strategic business planning and performance measurement system.
- Provides administrative support for Village Board Goal setting, implementation, performance monitoring, and reporting.
- Prepares and reviews memoranda, reports, and correspondence relating to areas of assignment.
- Coordinates the Village Manager's Information-only Village Board memoranda process, tracking all Village Manager requested memoranda from Village departments and staff, and ensuring responsive, quality and timely completion and distribution to the Village Board.
- Maintains and provides training on the Village writing-style guide to ensure quality and style consistency of Village Board regular and special meeting and information-only memoranda.
- Authors communications and reports and creates and conducts presentations for Village Board, board and commission, community, neighborhood, and organizational meetings.

- Maintains Village Management administrative regulations; conducts organizational training on administrative regulations; and, implements communication strategies to encourage acceptance of administrative regulations.
- Conducts organizational studies of Village operations, evaluates and reports on findings, and formulates recommendations for operational improvements, including related policies and procedures and implementation plans and strategies.
- Oversees the process and ensures adherence to protocols for organizational responses to Village Board inquiries and resident service requests; tracks and critically evaluates all inquiries and responses for substance, quality, completeness, and timeliness; and ensures Village Manager engagement and input where necessary.
- Leads the creation or enhancement where needed and maintains and coordinates implementation of efficient systems for tracking and reporting on Village Board inquiries, motions and information-only memoranda.
- Participates in the review and analysis of Village Board Agenda items, providing direct input on Agenda items presented for Village Manager review, and ensuring timely Village Manager's Office review of all items and departmental responses to Village Manager questions and recommendations are adequately addressed and incorporated in final versions of Board communications, supporting materials, and slide-deck presentations, before publication.
- Tracks Village Manager/Board member briefing items, memoranda and related materials, and provides support to the Village Manager in coordinating related follow-up responses to resolution.
- Assists with and serves as the Back-up administrator for coordinating the Village Manager/Board agenda review process.
- Participates in Village Manager departmental and partner agency budget reviews, analyzes and gives input on budget proposals, attends Village Board budget hearings, and coordinates with the Finance Department to ensure tracking of all budget review questions to resolution.
- Serves as the Village organization's continuous improvement administrator, coordinating organizational process improvement strategy and implementation to enhance organizational performance; works with the Village Manager and IT Department to assist Village departments with documenting, analyzing, and enhancing the efficiency of business processes and implementing changes, where necessary, to business support software applications.
- Supports the Village Manager, in collaboration with the IT Department, with formulation, guidance, and oversight of Village's Smart City and transparency data-portal/dashboard initiatives.
- Assists the Village Manager and Assistant Village Manager/HR Director as needed with organizational engagement and change initiatives.
- Assists the Village Manager and Assistant Village Manager/Neighborhood Services Director with Village-wide neighborhood-livability initiatives and operations.
- Assist with the review of special events and filming permit requests and supports continuous process improvements for efficiency, accessibility, and ultimately to promote the vibrancy of the village in accordance with established standards.
- Serves as the Village Manager Purchasing Coordinator, reviewing all proposed purchases for consistency with Village policy, procedures, and budget parameters; and participates on RFP/RFQ review committees representing the Village Manager, as directed.
- Build positive working relationships with co-workers, other Village employees and the public using principles of good customer service.
- Attends and provides support for Village Board meetings and work sessions.
- Supervises assigned Village staff, if so designated.
- Performs other duties as assigned by the Village Manager.
- Maintains reasonable and predictable attendance.
- May work more than 37.5 hours in a workweek to perform assigned job duties, including evenings and weekends, etc.

Supervisory Responsibilities

The Assistant to the Village Manager will receive general administrative direction from the Village Manager or designee. The Assistant to the Village Manager may supervise subordinate professional, technical, administrative staff, and/or interns.

Compensation, Benefits, Experience and Training

The compensation for this position is \$82,500 +/-DOQ. This is an exempt, non-union position. Applicants can apply directly using the following link: <https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=587426882> For more information about this Assistant to the Village Manager position or to apply, visit: www.oak-park.us/jobs. Submit applications and resumes by mail to Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL, 60302; or by e-mail to jobs@oak-park.us. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation plan, social security, health & life insurance, vacation, sick leave and other benefits. Applications will be accepted until filled.

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



ASSISTANT TO THE VILLAGE MANAGER

Department: Village Managers Office

FLSA: Non-Union Exempt

Pay Band: 11-PM

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

This position is responsible for high-level administrative, analytical, technical, and strategic support to the Village Manager. The general areas of responsibility include administration of assigned areas of the Village Manager Department; policy and legislative analysis; fiscal, economic, and service impact analysis; benchmarking, management, and operational studies; business process improvement analysis and coordination; budget development and management; purchasing and contract administration; project and program management; strategic business planning and performance measurement administration; author and review memoranda, correspondence, talking points, speeches, and administrative policies and procedures; review and create presentations; analyze, evaluate, and develop programs; prototype solutions to complex administrative and community issues; formulate Village policy, programs and implementation strategies; participate on and coordinate interdepartmental teams and related work programs; and provide highly responsible and complex staff assistance to executive management within the Village Manager Department and throughout the Village organization as directed.

Work assignments have a significant impact on Village-wide and department operations with a principal focus on support to the Village Manager in the planning and implementation of Village-wide goals, priorities, and initiatives; managing organizational performance, and enabling effective governance.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Village Manager or designee.

May supervise subordinate professional, technical, administrative staff, and/or interns



ASSISTANT TO THE VILLAGE MANAGER

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

1. Coordinates and manages programs, projects, and initiatives as assigned by the Village Manager.
2. Conducts long- and short-range research to assist management decision-making and develops recommendations regarding new and/or modified Village programs.
3. Participates, leads, or staff's committees and taskforces as assigned by the Village Manager.
4. Supports the Village Manager in coordinating the Village's government affairs program, including: formulating and thereafter updating the Village's annual, intergovernmental legislative and funding priorities; facilitating and supporting analysis of legislative bills and funding priorities and development of related position statements and advocacy strategies consistent with Village Board priorities; ongoing communication and collaboration with legislative delegation offices and key, local, state, and federal agencies; and coordination of public communication, civic engagement, and special events supporting government affairs priorities.
5. Coordinates preparation and monitoring of the Village Manager Department Budget.
6. Coordinates and provides organizational support and guidance to executive, management, and professional staff on the Village's strategic business planning and performance measurement system.
7. Provides administrative support for Village Board Goal setting, implementation, performance monitoring, and reporting.
8. Prepares and reviews memoranda, reports, and correspondence relating to areas of assignment.
9. Coordinates the Village Manager's Information-only Village Board memoranda process, tracking all Village Manager requested memoranda from Village departments and staff, and ensuring responsive, quality and timely completion and distribution to the Village Board.
10. Maintains and provides training on the Village writing-style guide to ensure quality and style consistency of Village Board regular and special meeting and information-only memoranda.
11. Authors communications and reports and creates and conducts presentations for Village Board, board and commission, community, neighborhood, and organizational meetings.
12. Maintains Village Management administrative regulations; conducts organizational training on administrative regulations; and, implements communication strategies to encourage acceptance of administrative regulations.
13. Conducts organizational studies of Village operations, evaluates and reports on findings, and formulates recommendations for operational improvements, including related policies and procedures and implementation plans and strategies.
14. Oversees the process and ensures adherence to protocols for organizational responses to Village Board inquiries and resident service requests; tracks and critically evaluates all inquiries and responses for substance, quality, completeness, and timeliness; and ensures Village Manager engagement and input where necessary.
15. Leads the creation or enhancement where needed and maintains and coordinates implementation of efficient systems for tracking and reporting on Village Board inquiries, motions and information-only memoranda.
16. Participates in the review and analysis of Village Board Agenda items, providing direct input on Agenda items presented for Village Manager review, and ensuring timely Village Manager's Office



ASSISTANT TO THE VILLAGE MANAGER

- review of all items and departmental responses to Village Manager questions and recommendations are adequately addressed and incorporated in final versions of Board communications, supporting materials, and slide-deck presentations, before publication.
17. Tracks Village Manager/Board member briefing items, memoranda and related materials, and provides support to the Village Manager in coordinating related follow-up responses to resolution.
 18. Assists with and serves as the Back-up administrator for coordinating the Village Manager/Board agenda review process.
 19. Participates in Village Manger departmental and partner agency budget reviews, analyzes and gives input on budget proposals, attends Village Board budget hearings, and coordinates with the Finance Department to ensure tracking of all budget review questions to resolution.
 20. Serves as the Village organization's continuous improvement administrator, coordinating organizational process improvement strategy and implementation to enhance organizational performance; works with the Village Manager and IT Department to assist Village departments with documenting, analyzing, and enhancing the efficiency of business processes and implementing changes, where necessary, to business support software applications.
 21. Supports the Village Manager, in collaboration with the IT Department, with formulation, guidance, and oversight of Village's Smart City and transparency data-portal/dashboard initiatives.
 22. Assists the Village Manager and Assistant Village Manager/HR Director as needed with organizational engagement and change initiatives.
 23. Assists the Village Manager and Assistant Village Manager/Neighborhood Services Director with Village-wide neighborhood-livability initiatives and operations.
 24. Assist with the review of special events and filming permit requests and supports continuous process improvements for efficiency, accessibility, and ultimately to promote the vibrancy of the village in accordance with established standards.
 25. Serves as the Village Manager Purchasing Coordinator, reviewing all proposed purchases for consistency with Village policy, procedures, and budget parameters; and participates on RFP/RFQ review committees representing the Village Manager, as directed.
 26. Build positive working relationships with co-workers, other Village employees and the public using principles of good customer service.
 27. Attends and provides support for Village Board meetings and work sessions.
 28. Supervises assigned Village staff, if so designated.
 29. Performs other duties as assigned by the Village Manager.
 30. Maintains reasonable and predictable attendance.
 31. May work more than 37.5 hours in a workweek to perform assigned job duties, including evenings and weekends, etc.



ASSISTANT TO THE VILLAGE MANAGER

QUALIFICATIONS: (Required at the time of hire and/or learned within a short period of time in order to successfully perform the assigned duties)

Knowledge of:

Principles and practices of:

- Public administration in a Council-Manager form of municipal government;
- Public policy analysis and development; organizational management and development; municipal budgeting and finance; and fiscal and economic impact analysis;
- Program and project management, evaluation, and development;
- Planning and implementation methods for effective public participation;
- Leadership, motivation, conflict management, and fostering effective team interaction;
- Public-sector procurement processes and contract management;
- Human resource and performance management;
- Diversity, Equity, and Inclusion (DEI);
- Strategic planning, organizational business planning, and performance measurement administration;
- Effective interpersonal communication;
- Advanced research methods and statistical analysis;
- Recent and emerging developments, practices, trends, literature, and legislation related to assigned areas of responsibility; and,
- Modern business software applications including Microsoft Word, Excel, Outlook, PowerPoint, etc.



ASSISTANT TO THE VILLAGE MANAGER

Ability to:

- Establish, maintain, and foster productive working relationships with a diverse group of individuals both within the Village organization and the general public.
- Conduct advanced, complex analyses of organizational and community issues and apply critical thinking to identify core areas of concern, strengths and weaknesses of alternative solutions, and propose sound recommendations to address the identified concerns with anticipated outcomes.
- Read, understand, and interpret manuals, ordinances, policies and procedures, statutes, rules, regulations, periodicals, memoranda, financial reports, and legal documents;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Effectively represent the Village in meetings with governmental agencies, contractors, vendors, businesses, legislative offices, and community-based organizations, partners and with the community.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Effectively prepare and deliver oral presentations using modern media applications and technology in business and community meetings.
- Effectively communicate with other Village employees and the public in a variety of settings, including in person one-on-one and group meetings, virtual meetings, and by telephone, email, etc.
- Work independently, demonstrate leadership initiative, make timely decisions, apply sound judgement generally and in situations of high ambiguity.
- Review and provide feedback on work products in a timely manner in conformance with established standards.



ASSISTANT TO THE VILLAGE MANAGER

- Establish, track and consistently adhere to organizational deadlines.
- Consistently perform and model an ethic of responsive and compassionate customer service with coworkers and the public.
- Perform a broad range of supervisory responsibilities over professional, technical, and administrative staff.
- Effectively lead, manage, and work on interdepartmental teams, projects, initiatives, and programs requiring a multi-disciplinary and multi-departmental approach.
- Think strategically and creatively with a futuristic orientation; act with political savvy; and conceptualize original, alternative solutions to complex problems.
- Perform complex research and statistical and/or regulatory analysis, draw sound, logical conclusions, and interpret findings in simple, easy to understand terms.
- Work effectively in an organizational environment that encourages and expects cross-functional teamwork, collaboration, and shared leadership with internal and external partners.
- Work and relate cooperatively and effectively in a supportive manner with elected and appointed officials in a Council-manager governmental structure.
- Initiate, adapt to and manage change and perform effectively in a fast-paced work environment.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

—*Sitting for extended periods of time*

—*Operating assigned equipment.*



ASSISTANT TO THE VILLAGE MANAGER

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Guidelines

Experience: A minimum of one year of experience in a similar position in municipal government, at the level of administrative or management analyst or management assistant or higher **AND-**

Training: Qualified candidates must possess or have substantial completion of required course work toward a Master's degree in public administration, public policy, business administration, or a closely related field, from an accredited university.

LICENSE AND CERTIFICATIONS

Possession of, or ability to maintain a valid Illinois driver license is required.

WORKING CONDITIONS

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

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a 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 characteristics.