



# PUBLIC HEALTH DIRECTOR OAK PARK, ILLINOIS

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Excellent opportunity to lead a state certified municipal health department in one of Chicago's premier suburbs. Oak Park is known for its transparent and responsive local government and for embracing and celebrating its racial, ethnic, and religious diversity. Oak Park's charming and bustling business districts, excellent schools and beautiful neighborhoods make it an ideal community in which to live and work.

## THE VILLAGE

Oak Park, IL (Pop. 54,000) - Oak Park is an inner-ring, independent suburban community located nine miles west of downtown Chicago. It is a fully developed, 4.7 square mile, mature, multi-cultural community of 54,000 that offers a distinctive urban/suburban lifestyle in a pleasant setting of tree-lined streets and well-kept homes that present interesting variety in style and price.

Oak Park is a community of choice, benefitting from a modern commuter rail, highly traveled elevated train and auto transportation routes. The community is immediately accessible to local and regional high-quality retail, high-tech employment, arts, and cultural attractions. Oak Park is 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.

The people of Oak Park have a strong sense of community. A key ingredient in the quality of life in Oak Park is the diversity of the residents including a broad representation of various occupations, professions, lifestyles, age and income levels, and a stimulating mixture of racial, religious, and ethnic groups. The community also has proud traditions of citizen involvement and accessible units of local government and school systems, giving Oak Park citizens a unique opportunity to participate in activities affecting themselves and their families.

Ernest Hemingway grew up in Oak Park, Edgar Rice Burroughs wrote his Tarzan books there, and Frank Lloyd Wright built his home and studio there. The latter is a national landmark and a mecca for architects, students, and tourists from all parts of the globe. In addition to the home and studio, Oak Park has the largest collection of Wright-designed homes of any community in the world, including Wright's famed Unity Temple. Oak Park houses many architecturally significant structures from the Prairie School, stately Victorians, and imposing apartment buildings, including architect George W. Maher's Pleasant Home, which is also a national landmark and is owned by the Park District.



## DEMOGRAPHICS/AMENITIES

**4.7** square miles

Incorporated **January 25, 1902**

Population **52,055**  
(2023 Census Estimate)

Median age **36**  
(23.1% under 18; 17.4% over 65)

**63.1%** white

**19.0%** black

**9.3%** Hispanic

**6.4%** Asian, American and Alaskan Indians

## THE POSITION IN BRIEF

The Public Health Director (PHD) is appointed by and reports to the Village Manager and is responsible for planning, directing, and managing the activities and operations of the Village's Health Department including environmental health, public health nursing and health education. The PHD oversees a department of 12 full-time and 4 part-time personnel, coordinates assigned activities with other Village departments and outside agencies, and provides support to the Village Manager. The Director manages an approximate \$1.2M operating budget in addition to about \$1 million in grants.

## THE ORGANIZATION

The [Village of Oak Park](#) operates under the Council-Manager form of government. The elected legislative body, the Village Board, consists of a president/mayor and six trustees. An appointed, professional Village Manager oversees the day-to-day administration of government programs and services.

A full-service Village, Oak Park's workforce is approximately 350+ strong. Services include Police, Fire, Public Works, Development Services, Community Relations, Administrative Adjudication and other key support services. The Public Health Department is a key partner and collaborator with all these Village services.





## THE PUBLIC HEALTH DEPARTMENT

The Public Health Director reports directly to the Village Manager and collaborates with the Village's department directors to advance a strategic direction for the Village's environmental health, public health nursing and health education initiatives.

The Oak Park Health Department has been an Illinois certified local health department since 1948 and is one of six others that exist in Cook County along with Cook County, the City of Chicago, City of Evanston, Village of Skokie, and the Stickney Public Health District. As such, the Department is required to deliver the ten essential public health services of a local health department:

- 1.** Monitor health status to identify and solve community health problems.
- 2.** Diagnose and investigate health problems and health hazards in the community.
- 3.** Inform, educate, and empower people about health issues.
- 4.** Mobilize community partnerships and action to identify and solve health problems.
- 5.** Develop policies and plans that support individual and community health efforts.
- 6.** Enforce laws and regulations that protect health and ensure safety.
- 7.** Link people to needed personal health services and assure the provision of health care when otherwise unavailable.
- 8.** Assure competent public and personal health care workforce.
- 9.** Evaluate effectiveness, accessibility, and quality of personal and population-based health services.
- 10.** Research for new insights and innovative solutions to health problems.

The Health Department staff consists of the Public Health Director, two (2) Environmental Health Practitioners ('Sanitarians'), one (1) full-time Public Health Nurse, one (1) Administrative Assistant, one (1) full-time Grants Coordinator, one (1) full-time Emergency Preparedness and Response Coordinator, one (1) Animal Control Officer, (1) Environmental Health Intern, (1) Farmers' Market Manager, and (1) Seasonal Farmers' Market Assistant. The Environmental Health Supervisor and Health Education Manager are temporary grant funded positions. The Department also contracts for required Medical Consultation and with an Illinois licensed pest control company for additional resources.

## EXPECTATIONS AND PROJECTS

The Public Health Director will collaborate with internal and external partners on current and emerging public health issues, ensuring that the Oak Park community area is prepared, protected and informed on important public health matters. Partners include the Oak Park Board of Health, Illinois Department of Public Health, Cook County Department of Public Health and neighboring county health authorities, public safety leaders, elected and appointed leaders in the Village of Oak Park and Cook County and partners at the local and regional medical schools. This position is a key member of the Village's public health emergency preparedness efforts.

- The Public Health Director ensures that all medically related activities in the department are performed in accordance with applicable license, regulatory and accreditation standards, including consistent quality assurance standards.
- The new PHD will appreciate the role of the department within the Village's operations, while also being a critical thinker that works cooperatively to seek solutions that are strategic, and not just expedient.
- The PHD is expected to fuse technical knowledge of public health issues with approachability and empathy to a variety of stakeholders.
- The next PHD is encouraged to take a critical eye on service delivery, as well as the public health services contractual relationships held by the Village.



## COMMUNITY HEALTH NEEDS ASSESSMENT

Every five years, the Oak Park Public Health Department is required by the Illinois Department of Public Health to conduct a community health needs assessment and use the results to create a plan, also known as the IPLAN, to maintain its status as a state certified local health department. The most recent IPLAN, created in 2022 and submitted as part of the State's recertification requirement, is posted on the Village's website. Four key priority areas were identified including 1) the Built and Natural Environment, 2) Mental Health and Substance Use, 3) Gun Safety, and 4) Access to Care. The Village will be required to adopt a new IPLAN by 2027. [Click for more information.](#)

The IPLAN directs the Public Health Department's implementation of Local Health Protection programs, which include food protection and communicable disease control. Among other grants, the Department oversees the Local Health Protection Grant awarded annually to every certified health department to help defray a portion of the costs of carrying out these programs.

## THE IDEAL CANDIDATE

### The Ideal Candidate Will Be

- A motivating, empathetic and accessible leader who can build cross-organizational and collaborative relationships.
- A collaborative servant leader who is skilled at building relationships and energized by working cross functionally with the Village of Oak Park and a diverse group of internal and external stakeholders.
- Skilled in prioritizing public health initiatives, grants management, budgeting and possessing the ability to tactfully manage stakeholders' expectations.
- Flexible, politically astute and situationally aware.
- A skilled manager who can relate to the team and assess and elevate their talents.
- Excellent at communicating effectively both orally and in writing, with the ability to explain complex public health issues and programs to policy makers and staff in non-technical language.
- The face of all public health issues, presenting an informed and trusting presence in all public speaking opportunities.
- Driven by a service orientation.



### Candidate Must Haves

- A master's degree in public health or related field. A bachelor's degree combined with four years of full-time administrative experience, of which at least two years are in public health may be substituted for a graduate degree.
- Possession of a license as an Environmental Health Practitioner in the State of Illinois, and a valid driver's license is preferred.
- A minimum of two years of full-time administrative experience in public health. Four years of senior or executive-level experience directing a public health or environmental health department with programs of a similar size and complexity as Oak Park's, including at least one year of supervisory experience, directing, leading and developing staff is strongly preferred.
- Extensive knowledge of public health operations and general practices, communicable diseases and other public health concerns.
- A commitment to health equity, ensuring that all individuals have fair and just access to health resources and opportunities, actively identifying and addressing disparities in health outcomes, advocating for policies that promote inclusivity and fairness and implementing programs that are culturally sensitive and accessible to diverse populations.
- Excellent communication skills and significant career success in building collaborative, effective relationships within the organization and with external partners in the medical community.
- Exceptional experience and knowledge of comprehensive public health and environmental health programs, interpersonal skills, organizational leadership, independent judgment, strategic planning, budget and management skills, and motivational skills are essential.





## COMPENSATION, BENEFITS AND THE ORGANIZATION'S CULTURE

Open government and transparency is the cornerstone of the structure of the municipal government of Oak Park, a community whose residents expect more of themselves, their neighbors and their local government. [Click to see a list of the Village's Guiding Principles.](#)

The Village is an award-winning employer with its workforce enjoying a collaborative work environment, ethnic, racial and cultural diversity, and its progressive approach to government. Residency in the Village of Oak Park is not required.

The starting salary is \$122,000 - \$177,000 +/- DOQ, with the expected starting salary at \$150,000 +/- dependent upon career experience and qualifications. The Village offers exceptional benefits including but not limited to membership in the Illinois Municipal Retirement Fund, optional 457 deferred compensation plan, an expansive menu of health plans and other voluntary worksite benefits, employer-paid life insurance, flexible spending accounts, tuition reimbursement, employee assistance program and other wellness programs.

## HOW TO APPLY

Applicants should submit a comprehensive resume, cover letter, and contact information for five professional references at [www.govhrusa.com/career-center](http://www.govhrusa.com/career-center) by August 19, 2024 for best consideration. Candidates may direct any inquiries to the recruiters, Maureen Barry, Senior Vice President of MGT, and Ashley Eccles, Senior Vice President of MGT, at 847-380-3240.

The Village of Oak Park is an Equal Opportunity Employer. This recruitment incorporates existing rules and regulations that govern public sector recruitments in the State of Illinois.