



Position Recruitment Notification For Internal & External Candidates

Job Classification:	Adjudication Administrator
Department/Division	Village Manager's Office / Adjudication
Employment Status:	Full-time
Annual Salary/Grade:	\$91,706.00 - \$132,974.00/Grade 8
Anticipated Hiring Range:	\$91,706.00 - \$112,340.00 +/- DOQ/Grade 8
FLSA:	Exempt
Union:	Non-Union
Employment Commission:	N/A
Deadline for Application:	Posted until filled, first review January 2, 2025

POSITION SUMMARY:

The Adjudication Administrator is responsible for overseeing or facilitating decisions, typically related to disputes, claims, or cases, and ensures that they are handled fairly and efficiently. The individual in this role plans, directs, manages, and oversees the activities and operations of the Office of Adjudication; to coordinate activities with other Village departments and outside agencies; and provides highly responsible and complex administrative support to the Village Manager or designee and may consult with the law department when appropriate. This role also assumes responsibility for all Office of Adjudication services and activities including administrative hearings and documentation; develops and administers adjudication policies and procedures; supervises and evaluates staff, resolves staff concerns and issues, directs work assignments, and provides training.

Possession of a bachelor's degree from an accredited college or university in administrative or business law, public administration, public policy, political science, management, management information systems, or business administration is desirable, or a combination of the previously stated experience, certification, and education that demonstrates the skills needed to perform the job

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=688102593>.

For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package including but not limited to a retirement plan, deferred compensation program, social security, medical, dental, vision & life insurance, flexible spending accounts, vacation and sick leave.

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce.



ADJUDICATION ADMINISTRATOR

Department: Adjudication

FLSA: Non-Union Exempt

Pay Grade: 8

*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:

The individual in this role is responsible for overseeing or facilitating decisions, typically related to disputes, claims, or cases, and ensures that they are handled fairly and efficiently. To plan, direct, manage, and oversee the activities and operations of the Office of Adjudication; to coordinate activities with other Village departments and outside agencies; and to provide highly responsible and complex administrative support to the Village Manager or designee; may consult with the law department when appropriate.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from the Deputy Village Manager.
Exercises direct supervision over professional and clerical support staff.

EXAMPLES OF DUTIES:

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

Essential duties and responsibilities:

1. Assume responsibility for all Office of Adjudication services and activities including administrative hearings and documentation; develop and administer adjudication policies and procedures.
2. Supervise and evaluate staff, resolve staff concerns and issues, direct work assignments, and provide training.
3. Manage the development and implementation of Office of Adjudication's goals, objectives, policies, and priorities for each assigned service area; determine appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of business processes, administrative and support systems, service delivery methods and procedures; identify opportunities for improvement; direct and implement changes.
4. Maintain effective reporting relationships with other departments and/or outside agencies including the Township's Youth Services Division, other community partners, and meet with appropriate staff to identify and/or resolve problems.



ADJUDICATION ADMINISTRATOR

5. Work with information technology staff with regard to supporting the Office of Adjudication business processes and procedures; validate the accuracy of computer applications; manage the daily operations related to the following and any other automated or manual adjudication business processes:
 - (a) Inputting information for the Violation Notice;
 - (b) Establishing Hearing dates and notice dates;
 - (c) Recording fine and penalty assessment and payments;
 - (d) Issuing payment receipts;
 - (e) Issuing succeeding notices of Hearing dates, notices of default, final notices, and/or final determinations of liability, and any other pertinent information necessary to conduct the activities of the Office of Adjudication; and
 - (f) Keeping accurate records of appearances and non-appearances at hearings, pleas entered, fines, and other penalties assessed and paid.
6. Develop and administer the Office of Adjudication budget; forecast funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
7. Explain, justify, and defend Office of Adjudication programs, policies, and activities regarding adjudication processes and jurisdiction; negotiate and resolve sensitive and controversial issues. Protect the integrity and independence of the office from any and all influences or attempts to influence the office in any way.
8. Oversee and direct the adjudication of Village actions to enforce State and Local codes either through remedies at law or in equity, and collect debts due to the Village with regard to claims, licenses, permits, and other services rendered by the Village.
9. Maintain records in accordance with State laws.
10. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public law.
11. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
12. Perform related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of:

- Operations, services, and activities of a public administrative hearing or adjudication office.
- Policies and procedures of administrative hearings, adjudication procedures, and legal prosecution.
- Management skills to analyze programs, policies, and operational needs.



ADJUDICATION ADMINISTRATOR

- 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 concerning adjudication and administrative hearings.
- Computer applications and functionality to maintain appropriate records and provide reports.

Ability to:

- Plan, organize, direct, and coordinate the work of subordinate staff.
- Utilize the legal system to support Village goals and objectives with regard to the adjudication of various Village enforcement programs.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility and apply internal controls to determine authority and responsibility have been exercised appropriately concerning protocols, policies, and procedures.
- Lead and direct the operations, services, and activities of the Office of Adjudication.
- Identify and respond to community and Village Board issues, concerns, and needs.
- Develop and administer program goals, objectives, and procedures.
- Maintain accurate work records and data concerning adjudication cases.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer 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 regarding the conduct of administrative hearings and adjudication programs.
- Make effective use of computer equipment including word processing, spreadsheet, e-mail, and scheduling software applications, as well as effectively use internet and web resources.
- Communicate clearly and concisely, both orally and in writing.



ADJUDICATION ADMINISTRATOR

- 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:
 - *Walking, standing, or sitting for extended periods of time*
 - *Operating assigned equipment.*
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations*
 - *Communicating with others*
 - *Reading and writing*
 - *Operating assigned equipment.*
- Sustain cognitive abilities that enable the potential for:
 - *Making sound decisions*
 - *Demonstrating intellectual capabilities.*

Experience and Training Guidelines

Experience: Five years of increasingly responsible management experience in administrative law or government (preferably municipal government). Management experience shall consist of complex program administration, selecting and supervising support staff, and financial management. Involvement working with youth programs, mediation, community service, and workforce development is a plus.

Training: Possession of a bachelor's degree from an accredited college or university in administrative or business law, public administration, public policy, political science, management, management information systems, or business administration.

License or Certificate

Possession of a valid Illinois driver license.
Mediation Certification (highly desirable but not required)

AND/OR

A combination of the previously stated experience, certification, and education that demonstrates the skills needed to perform the job.

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.