



# OFFICE OF THE VILLAGE MANAGER

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OUR VALUES: COMMUNITY - CONNECTION - SERVICE - RESPECT - RESULTS

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File #: MOT 25-302

Agenda Date:

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## Title

**A Motion to Approve the Addition of a Part-Time (.5 FTE) File Clerk Position in the Office of the Village Clerk**

## Introduction

This item seeks Village Board approval to add a part-time (.5 FTE) File Clerk position to the Office of the Village Clerk beginning in FY2026

## Recommended Action

Approve the motion to authorize the creation of a part-time (.5 FTE) File Clerk position within the Office of the Village Clerk, effective January 2026.

This position is necessary to support the expansion of villagewide Records Management responsibilities transitioning to the Clerk's Office in FY26.

## Prior Board Action

There is no prior Board action associated with this item.

## Background

Beginning in FY2026, responsibility for **villagewide Records Management** transfers from the Finance Department to the Office of the Village Clerk. This includes management of physical and electronic records, archival processing, preparation for digitization, and compliance with the Local Records Act.

The Clerk's Office currently operates with **2.0 FTE**-the Village Clerk and the Deputy Clerk-which is insufficient to meet expanded statutory requirements, increased service levels, and the volume of records now centralized under the Clerk.

The proposed File Clerk position will perform essential duties including labeling, preparing, organizing, and processing records for digitization; maintaining retention compliance; supporting FOIA response efficiency; and ensuring accurate archival practices.

This item supports the Village Board's goals related to transparency, accessibility of public information, and

efficient government operations.

### **Timing Considerations**

Approval in January 2026 allows onboarding in **Q1 2026**, consistent with the planned Records Management transition and the timeline outlined in the FY26 budget development process.

### **Budget Impact**

The File Clerk position is budgeted at the midpoint hourly rate of \$29.715, with an annualized cost of \$29, 715 plus payroll taxes.

This expenditure is included in the Office of the Village Clerk's FY2026 request and reflects the staffing needed to support transfer of Records Management responsibilities.

### **Staffing Impact**

This item authorizes the addition of one part-time (.5 FTE) File Clerk in the Office of the Village Clerk. Responsibilities include clerical recordkeeping, labeling, retrieval, preparation for digitization, and compliance with retention schedules.

Without this position, current staffing levels are insufficient to effectively fulfill statutory and operational requirements while implementing the necessary technological advances with villagewide Record Management.

### **DEI Impact**

Accurate, accessible records strengthen public transparency and equitable access to government information.

Improved records organization and digitization support inclusive access for residents with mobility, language, and technology barriers, and enhance FOIA responsiveness across all communities.

### **Community Input**

PENDING

#### *CONSIDER:*

Did this item involve a public hearing? NO

Has there been any community engagement (i.e. survey, meeting, etc.)? WORK WITH GRADUATE FELLOW

Has a related Oak Park board, commission, or committee provided input or made a recommendation? CISC, HPC, CRC, AIC

### **Staff Recommendation**

Approve the addition of a part-time (.5 FTE) File Clerk position in the Office of the Village Clerk.

Advantages:

- Supports statutory compliance with the Local Records Act and FOIA.
- Improves accuracy, accessibility, and efficiency of villagewide Records Management.
- Enables timely preparation for digitization and modernization of archival records.

#### Disadvantages:

- Increases personnel expenditures.
- Requires staff time for onboarding and training.

#### Alternatives

Click here to enter text.

**DO NOT REMOVE THE ADVANTAGES/DISADVANTAGES BENEATH EACH ALTERNATIVE.**

If none, please write: "There are no (advantages/disadvantages) to this alternative."

Alternative 1: Delay creation of the position until mid-FY26.

#### Advantages:

- Defers personnel expenses.

#### Disadvantages:

- Records Management transition would occur without adequate staffing.
- FOIA response times and digitization preparation may be negatively impacted.

Alternative 2: Reassign records duties to existing staff instead of creating a new position.

#### Advantages:

- No additional personnel cost
- Uses existing organizational capacity.

#### Disadvantages:

- Current staffing levels cannot absorb increased Records Management workload.
- Risk of decreased compliance and service quality.

#### Anticipated Future Actions

There are no anticipated future actions in relation to this item.

**Prepared By:** Christina M. Waters, Village Clerk

**Reviewed By:** Jack Malec, Assistant to the Village Manager

**Approved By:** Kevin J. Jackson, Village Manager

**Attachment(s):**

1. FY26 New Position Request - Part-Time File Clerk
2. Clerk Staffing Analysis Memo (Dec. 2025)
3. Part-Time File Clerk Job Description