

Elk Grove Park District



ANNOUNCEMENT OF VACANCY
FOR
Executive Director

ELK GROVE
PARK
DISTRICT



www.elkgroveparks.org

EXECUTIVE DIRECTOR SEARCH

The Elk Grove Park District Board of Commissioners is accepting applications for the position of Executive Director. We invite you to complete the application process as described below. Applicants should send their documentation (marked "Personal & Confidential") by **DECEMBER 09, 2018** to:

Executive Director Search
c/o Park Board President John Walz
Elk Grove Park District
499 Biesterfield Road
Elk Grove Village IL 60007

Documentation may also be emailed to:
ExecutiveDirectorSearch@elkgroveparks.org



The five-member Board of Commissioners will review applications by December 15, 2018. Interviews are tentatively set to begin January 3, 2019, with a tentative date of hire March 1, 2019.

ELK GROVE PARK DISTRICT

The Elk Grove Park District (EGPD) covers approximately 10 square miles and serves a population of nearly 35,000 residents. The District maintains approximately 473 acres of land that includes 43 parks and numerous facilities that meet special recreation needs throughout the District. Facilities include the Jack A. Claes Pavilion, Pirates' Cove Theme Park, Fox Run Golf Links, Al Hattendorf Center, Farmhouse Museum, Rainbow Falls Water Park, and the recently renovated Pavilion Aquatics Center. The District has an Administration Building and two maintenance facilities.

The boundaries of EGPD are largely co-terminus with those of Elk Grove Village, with limited exceptions. The Community Athletic Fields site owned by the EGPD on the south side of Devon Avenue is in the Village of Itasca. The Elk Grove Village boundaries encompass a significant industrial area outside the EGPD, bounded by Devon Avenue, York Road, Thorndale Avenue, and Wood Dale Road.



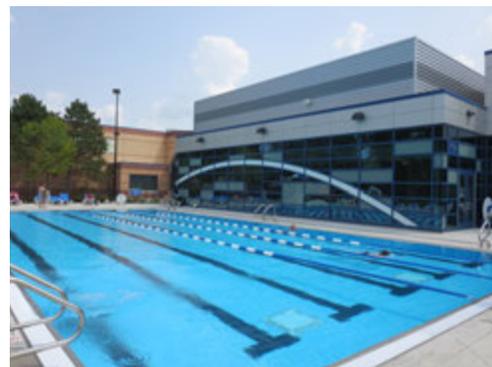
ORGANIZATION

A five-member Board of Commissioners govern the Elk Grove Park District. Commissioners are elected by the residents of the District to six-year terms that stagger every two years. The Board provides the policy direction of the District, and employs an Executive Director to administer the day-to-day operations of the District.

There are approximately 78 full time EGPD staff members, many in administrative and supervisory roles, finance, communications, operations, planning and programs, plus the staff of Pavilion Fitness, Garden Terrace, Al Hattendorf Center and other year-round facilities. During the summer season, the staff swells to nearly 650, including seasonal and part-time staff that fills roles in maintenance, aquatic safety, and various other operational needs.

In 2018, the Elk Grove Park District's:

Operating budget	-	\$ 15,566,552
Capital Projects budget -		\$ 5,443,640
EAV	-	\$1,645,840,479



BOARD OF COMMISSIONERS

John Walz	President
Bill O'Malley	Vice President
Thomas E. Cooke	Treasurer
Robert R. Biedke	Secretary
Ralph Souder	Commissioner

PARK DISTRICT HISTORY

The Elk Grove Park District is a 52-year-old agency dedicated to “providing safe and innovative parks and recreational opportunities”. The District was commissioned in 1966 and the Elk Grove Village Board provided the District with six properties. In that same year, the District undertook the development of three park sites. The following year EGPD acquired Lion’s Club Park, which included its first pool facility.

The 1970s saw significant expansion as new park lands were acquired and developed. At this same time, educational and recreational programs were further developed and expanded upon to include teen and pre-school programs. A summer concert series was begun in 1976, and the 120 year old Henry Schuette farmhouse was saved from demolition and moved to Biesterfield Road where it became the Farmhouse Museum. A senior center was opened in 1979, and two years later Pirates’ Cove was dedicated as a children’s theme park.



The 1980s and 90s continued as expansion years, with the District entering the golfing business in 1984 with the opening of Fox Run Golf Links. The District won a National Gold Medal Award from the Sports Foundation Inc. in 1987. The Community Athletic Fields was opened in 1993, the Jack A. Claes Pavilion opened in 1994, and the following year the District was presented an IPRA Outstanding Facility Award. During the mid-90s the District was twice a recipient of the Lincoln Award for Business Excellence in Illinois.

The 2006 summer season began with the grand opening of our brand new 9.5 million dollar outdoor water park, Rainbow Falls. A state-of-the-art maintenance facility was opened in 2010. Fox Run Golf Links saw a renovation of their clubhouse in 2007 and the course itself began a 2.2 million dollar renovation project in 2012 that was completed in 2013. Pavilion Aquatics Center was renovated in 2014 including an addition of a warm water therapy pool. Community Athletic Fields facilities was razed in 2015 with new facilities constructed in 2016.

In 2014, the Elk Grove Park District was recognized as an Illinois Distinguished Accredited Agency by the Illinois Association of Park Districts (IAPD) and the Illinois Park and Recreation Association (IPRA).

Today, the Elk Grove Park District consists of an outstanding system of parks and facilities that provide open space, athletics, and recreational amenities within very close proximity to almost every resident of the District.

APPLICATION PROCESS

All applications must be received by **DECEMBER 09, 2018**. The applications must contain the information below in order to receive consideration. Please have each numbered item on a separate page.

1. Formal cover letter indicating your reasons for consideration.
2. Current resume including employment history, job duties, and educational background.
3. A minimum of two letters of recommendation from employers or employees.
4. Salary history for the last five years.

If a candidate is chosen to continue with the hiring process, he/she will be asked to submit the following:

1. Three current professional references.
2. Proof of educational degrees beyond high school and copies of relevant professional certificates.
3. Provide a written summary of the role of Executive Director as it pertains to the following key issues/concerns.
 - Discuss Project Management experience
 - Responsibilities of the Park District in its community
 - What issues do you consider to be critically important to the park and recreation field today?
 - Operational and structural philosophies
 - What should the relationship be with the Board
4. Written permission to perform a criminal background check, credit check, physical and drug screening. Final job offer is contingent on the results of these checks.

The Elk Grove Park District is an Equal Opportunity Employer.

EXECUTIVE DIRECTOR - FULL TIME EXEMPT

SUPERVISES

Director of Business Services / Director of Leisure Services / Director of Parks & Planning / Superintendent of Marketing / Fox Run General Manager

JOB SUMMARY

The Executive Director is responsible for implementation of agency policy and the overall management of the park and recreation system. The Executive Director will carry out the Park District's statutory responsibilities and will enact and follow the policies adopted by the Elk Grove Park District Board of Park Commissioners.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. General Administration
 - Direct the activities of the Park District in accordance with the Illinois Park District Code and the policies established by the Board.
 - Provides the Board with information necessary for policy-making decisions.
 - Supervise a program of recreation that meet the needs and desires of residents.
 - Develop, review, analyze and implement operational procedures required to effectively manage day-to-day operations.
 - Oversee the development and maintenance of all District parks and facilities.
 - Oversee the development and operation of the revenue facilities of the District.
 - Work with Park District attorney in conjunction with Board established policies, procedures and directives.
2. Planning
 - Oversee the recommended goals and objectives for the Park District operation, based on the Comprehensive Master Plan, and develop strategies for achieving these goals and objectives.
 - Be aware of and represent the Park District in all matters pertaining to zoning changes, land development, and related concerns which affect Park District's current and future interests.
 - Make recommendations to the Board concerning land acquisition and facility development.
 - Coordinate the development of the District's Strategic Plan and a comprehensive capital improvement program.
 - Work with the Board and implement methods of involving the public in the Park District's planning/decision making process.
3. Finance
 - Develop and recommend to the Board a five year financial plan and the yearly working budget, appropriation ordinance, prevailing wage ordinance and tax levy ordinance following a specific timeline.
 - Exercise sound fiscal management by reviewing and analyzing current fiscal conditions and projecting financial needs and resources.
 - Plan and coordinate efforts to receive federal, state and local funds to assist the District's operations.
 - Supervise preparation of requests for grants from various state and federal programs related to parks and recreation.
4. Personnel
 - Conduct staff meetings, establish staff training programs, supply the staff with significant information from professional and technical publications, and explain and interpret Board policy to the staff, all to the end of enhancing staff capabilities and maintaining open and effective staff relations.
 - Act as the official means of communication between the employees of the District and the Board.
 - Directly supervise and evaluate the Director of Business Services, Director of Leisure Services, Director of Parks & Planning, Superintendent of Marketing and Fox Run General Manager.
 - Select or assist in the selection of administrative and supervisory personnel.
 - Develop and coordinate an effective personnel administration program that includes, job descriptions, evaluation procedures, clear performance standards, salary and fringe benefit plans.
 - Work with Park Board and department heads in determining current and future staffing needs and appropriate personnel organization.
5. Public Relations
 - Maintain good relations with the public, accurately represent to the Board the needs of various groups with the community. Develop, maintain and supervise an effective program for handling citizen complaints and inquiries.
 - Develop and maintain a comprehensive marketing program to promote the District's image, parks, facilities, programs and special events.
 - Act as the representative of the Park District in providing information to the news media in supplying information to the public concerning Board policies.
 - Ensure the Park District staff members have the ability to provide and understand the importance of maintaining courteous relations with the public.

EXECUTIVE DIRECTOR - FULL TIME EXEMPT

- Promote greater understanding and support of Park District activities by participating and representing the District at various governmental, civic and community functions.
 - Maintain a program of efficient intergovernmental cooperation, and continue cooperative relationships with staff, appointed and elected officials of other governmental units.
6. Safety, Health, and Loss Control
 - Support and promote all policies relating to safety, health and loss control as accepted by the Board.
 - Require all responsible personnel to provide regular timely reports and summaries of incidents within the realm of safety, health, and loss control.
 - Require and ensure that personnel employed by the Elk Grove Park District support and promote all policies and procedures adopted by the Board relating to issues of safety, health and loss control.
 7. Professional
 - Initiate or maintain membership in significant professional organizations, and participate in workshops, conferences, seminars and programs designed to promote professional development.

MARGINAL FUNCTIONS/RESPONSIBILITIES

1. Review proposed State legislation; maintain contact with State Legislators enlisting their support when possible in meeting the Park District's needs for legislative action on a variety of issues.
2. Be aware of new developments, trends and innovation in professional management of parks and recreation service systems.

OTHER RESPONSIBILITIES

Other job related duties as assigned.

MANDATORY QUALIFICATIONS

1. Knowledge of a comprehensive park system.
2. Knowledge of fiscal procedures and budgetary planning.
3. Project management experience.
4. Golf industry management experience.
5. Excellent organizational skills and ability to show high level of performance.
6. Knowledge of efficient personnel management techniques.
7. Skill in oral and written communications.
8. Computer fluency and a working knowledge of basic accounting software.
9. Ability to work with minimum supervision.
10. Ability to perform duties with substantial initiative and creativity.
11. Ability to perform duties with sound judgment, persistence, integrity, tact and courtesy.
12. Ability to communicate and work effectively with the staff, public, media, and Board.
13. Skill to evaluate Park District programs and operations.
14. Must be able to attend frequent meetings, workshops, and conferences during non-business hours.
15. Submit to and successfully complete all pre-employment screenings.

DESIRED QUALIFICATIONS

1. Certified as a Park and Recreation Professional with the National Recreation and Park Association and the Illinois Park and Recreation Association.
2. Working knowledge of rules, regulations, and ordinances pertaining to recreation programs and facilities.
3. Ability to understand the recreation needs of the community and to formulate programs designed to meet these needs.
4. Thorough knowledge of the theory and philosophy of recreation and the ability to interpret this philosophy to others.
5. Awareness of all state and federal compliancy responsibilities.
6. Documented work with local and state regulatory agencies.
7. Ability to develop, organize and direct a comprehensive community recreation program.
8. Ability to develop, organize and direct a program of acquisition, construction and maintenance of park areas and facilities.

PREFERRED EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university with major course work in business management, public or business administration, parks and recreation administration, or a closely related field. The Executive Director must possess 8-10 years of related experience; at least 5-8 years should be in public or business relations and 5 years of progressively responsible management experience.