



## **Planning and Projects Supervisor - Park District of Highland Park, IL**

Park District of Highland Park

**Contact Name:**

**Contact E-mail:**

**Contact Phone:**

**Closing Date:** 2022-04-28

**Salary:** \$61,710 - \$67,881 +/- DOQ

### **Description:**

Highland Park, IL (population 30,000+) Nestled on the shores of Lake Michigan, the Park District of Highland Park has a mystique all its' own, just waiting to be discovered. The Park District was founded over a century ago, making it one of the oldest park districts in Illinois. Citizens and visitors are invited to explore the district's unique historic parks and find secret gardens, hidden ponds, and a one-of-a-kind beachfront Interpretive Center.

What other place produces Olympic athletes and its own honey, let alone thousands of programs, camps and events that will knock your socks off? Whether you are interested in discovering nature on a spectacular white sand beach or in the quiet woods, trying a new sport or fitness program, testing your creative talents with visual or performing arts class.... or just having fun at one of our world class special events, there is no reason to wait.

The Park District serves over 30,000 residents in the City of Highland Park, Illinois and a small portion of the Village of Deerfield and is located just 25 miles north of Chicago. The Park District operates and manages over 800 acres of land, 45 park sites, 11 facilities (Recreation Center of Highland Park, Heller Nature Center, Centennial Ice Arena, West Ridge Center, Deer Creek Racquet Club, Sunset Valley Golf Club, Hidden Creek AquaPark, Park Avenue Boating Facility, Rosewood Beach Interpretive Center, Highland Park Golf Learning Center, River's Edge Mini Golf) and 3,500 recreational programs.

The parks offer a variety of amenities including playgrounds (39), walking and biking paths (15 miles), indoor/outdoor tennis courts (32) pickleball courts (8), basketball courts (16), disc golf courses (2), off-leash dog parks (3) and sports fields (29). More than 250 acres of the Park District's property are considered natural areas of prairie, woodlands, and ravines. Integral to Highland Park are the beaches that offer public access to a magnificent shoreline.

The Park District of Highland Park is seeking a motivated planner and facilitator to assist with successful progress on its' aggressive, well-funded and comprehensive capital improvement plan. Directly responsible to and working in close contact with the Planning and Projects Manager, the Planning and Projects Supervisor is charged with the independent implementation of projects from start to completion. This self-starter and team player supports a full and exciting list of projects district-wide and will be looked to for innovation, efficiency, project management experience and a

collaborative team attitude. The Park District of Highland Park seeks a highly skilled professional who has a singular aptitude for and focus on planning.

Potential projects to be assigned to the new position:

- Update the Park Districts Sustainability Plan
- Park District point person managing the Ice Arena renovation
- Develop scope and implement Fishing Deck removal and restoration
- Develop standards for pathways to standardize park district best practices
- Site planning for each of the Park District's neighborhood parks
- Develop and maintain a dynamic up to date inventory that is accessible to all park district staff including process to update and educate staff to use
- Facilitate the design for the resurfacing the deck at the AquaPark
- Facilitate design for phase 1 improvements at Park Avenue Beach and Boating Facility
- Facilitate design for mechanical replacement at indoor pool

Examples of possible Capital Improvements for 2022-2025 Ravine Deck Replacement

- Roof replacements
- ADA Restroom renovation
- Athletic Fields – Field Turf Installation
- Shelter Renovations
- Playground Renovations
- Storm water management projects
- Sunset Woods Park – Master Plan implementation
- Centennial Ice Arena – Gymnastics relocation/renovation
- Locker Room Renovations
- Racquetball Court Conversion

Responsibilities

- Supervise implementation of assigned projects
- Acquiring quotes, developing, and soliciting proposals and bids
- Coordination with contracted professional consultants and staff to develop project specifications
- Successfully manage project budgets and schedules
- Acquire necessary permits when required
- Conduct and ensure quality control of all project variables
- Organize project records
- Manage changes in scope, including initiating change orders
- Interpret plans and contract terms to management and project staff
- Adapt projects when required to meet changing terms
- Organize and conduct appropriate neighborhood communications including neighbor mailings, digital communications and/or neighborhood meetings to ensure project success
- Develop cost estimates

- Lead value engineering efforts
- Communicate project progress and status regularly to all pertinent staff and groups
- Assist the Planning and Projects Manager with:
  - Project Scope Development
  - Identification, application, and management of federal, state, local and private grants
  - Prepare written, graphic, and oral presentations/reports for staff, elected officials and community
  - Develop and maintain strong partnerships with the City of Highland Park, county, state, federal and other agencies as necessary
- Be the District's lead in the development and management of a successful Sustainability Plan

#### Education and Experience

- Bachelor's Degree in Construction Management, Project Management, Parks and Recreation Administration, Architecture, Engineering, Landscape Architecture, or similar degree.
- Two (2) years' experience or equivalent combination of education, experience, and training.
- Experience in a municipal or park district environment preferred.
- Related professional certification(s) also preferred.

Starting salary: \$61,710 - \$67,881 +/- DOQ, plus exceptional benefits. Candidates should apply by April 28, 2022 with resume, cover letter and contact information for three work-related references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Steve Scholten, Vice President and Executive Recruiter, GovHR USA. The Park District of Highland Park is an Equal Opportunity Employer.

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