



Director of Operations

Forest Preserve District of Kane County

Contact Name: Mary Ann Ping

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Closing Date:

Salary: \$87,000 - \$89,000

Description:

It shall be the mission of the Forest Preserve District of Kane County to acquire, hold, and maintain lands within Kane

County that contribute to the conservation of natural and historic resources and habitats, flora or fauna; and to restore,

restock, protect and preserve such lands for the environmental education, recreation, pleasure and well-being of all its

citizens. Our goal is to Preserve and Restore the Nature of Kane County.

WORKSITE LOCATION: DISTRICT HEADQUARTERS, GENEVA, ILLINOIS

APPROXIMATELY 60 MILES WEST OF CHICAGO

HOURS/SCHEDULE: FULL TIME, 40-HOURS PER WEEK, M-F

APPLICATION DEADLINE: OPEN UNTIL FILLED

All candidates must apply on-line at:

<https://www.applitrack.com/kaneforest/onlineapp/jobpostings/view.asp?internaltransferform.Url>

POSITION SUMMARY:

An employee in this classification is responsible for performing work of considerable difficulty planning, organizing,

directing and managing all functions and activities of the Operations division which spans multiple locations throughout

the county. Work requires the ability to effectively prioritize multiple tasks, assignments and projects and work

collaboratively with internal staff, external partners and the public.

ESSENTIAL POSITION DUTIES and FUNCTIONS to be performed with or without reasonable accommodation:

* Provides leadership and direction to the Operations division staff responsible for day-to-day operations and

maintenance of the District's various preserves and facilities.

- * Plans, directs, coordinates, supervises and evaluates the activities of the Operations division.

- * Oversees the development and implementation of the comprehensive preserve maintenance, sign, trades/projects

and fleet maintenance plan, which establishes goals and objectives to ensure safe, high quality preserve user

experience.

- * Works collaboratively with all District departments to address maintenance, trades, signs and fleet needs and

requirements.

- * Ensures compliance with applicable statutes, regulations, ordinances and resolutions impacting District properties.

- * Formulates policies, regulations, organizational goals, and program priorities of the Operations division for

recommendation to the Chief of Planning and Land Management.

- * Develops capital priorities for recommendation to the Chief of Planning and Land Management for inclusion in the

Comprehensive Master Plan.

- * Keeps up to date on and applies recognized land management methods and practices while performing duties and

responsibilities.

- * Hires, directs, manages, evaluates, promotes, disciplines and recommends such action for assigned personnel with

the advice and consent of the Chief of Planning and Land Management.

- * Directs the formulation of work methods and procedures for division staff including making modifications to meet

changing needs and requirements.

- * Prepares, recommends and administers the Division's budget in order to provide the highest level of service within

established budget parameters.

- * Develops and administers an annual operating budget and work program which meets the goals and objectives of the

organization while optimizing utilization of financial and human resources.

- * Evaluates the need and makes recommendations for capital expenditures including preparing and reviewing

specifications for new and replacement equipment.

- * Responds to and meets with property owners, homeowner groups, businesses, local government and the general

public as needed.

- * Ensures that division staff receive the training necessary to successfully perform their duties and responsibilities,

including required compliance training.

- * Oversees the inspection and maintenance District facilities and vehicles and ensures proper records are maintained

including developing maintenance schedules for each of the District properties, special structures, land forms or

habitats and monuments.

- * Oversees activities related to the maintenance and repairs of district equipment, structures, historical properties and

resources using in-house resources and outside vendors/contractors.

- * Advises the Chief of Planning and Land Management of upcoming needs for supplies, equipment, staffing, employee

status changes, and cost estimates for current and future projects.

- * Develops the organizational structure of the division in accordance with professional standards and sound

management techniques and principles including analysis or potential operational efficiencies.

- * Represents the District at public functions to interpret and explain various aspects of the District such as ordinances,

regulations, and natural amenities.

- * Responds to questions, concerns and requests from community groups, volunteer groups, other agencies and the

general public.

- * Coordinates and communicates departmental activities with other Division Heads and outside agencies and

organizations.

- * Evaluates processes and procedures in order meet changing needs and priorities and makes recommendations to

Chief of Planning and Land Management.

- * Prepares and submits periodic reports including those needed for regular reporting to the Commission, for compliance

or for accreditation.

- * Prepares and delivers written materials and verbal presentations monthly to the Commission.

- * Assists preserve users by providing information and answering questions.

- * May work irregular hours, including weekends, evenings and holidays and may need to be available to respond to

emergency call-outs on a 24-hour, 7-day basis.

- * Possesses and maintains a valid and current Illinois Driver's License free from suspension or revocation during term

of employment; must maintain insurability with the District's fleet insurance carrier.

- * Attends professional conferences, workshops and seminars as appropriate within budget parameters and with

Department Head approval.

- * Obtains and maintains all required licenses and certifications and keeps up-to-date on professional trends and developments related to position accountabilities.
- * Performs the job safely and in compliance with District policies, procedures, work and safety rules, the Employee Handbook, and applicable laws and regulations.
- * Performs related work as required.

QUALIFICATIONS:

- * Completion of a Bachelor's degree in conservation, parks and recreation, land management, facility management, public administration, or a related field, and eight (8) years of progressively responsible land and/or facility management including five (5) years of senior-level management experience, preferably in a forest preserve, conservation or park district, or an equivalent combination of relevant education, experience and training.
- * Certifications/Licenses: CPR/1st AID/AED certified within one year of hire and IPRA CPRP or related professional certification.

CONTACT: Mary Ann Ping, Human Resources Generalist

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