



Executive Director

Wood Dale Park District

Contact Name: Sandy Hlousek

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Contact Phone: 630-948-0859

Closing Date:

Salary: \$120,000+ based on experience

Description:

Scope of Work:

The Executive Director of the Wood Dale Park District is appointed by the Board of Commissioners and is responsible for carrying out policies adopted by, and other directives from the Board. The Director is the medium of communication between the employees and the Board. The Director is responsible for the general operation and business affairs of the District.

Essential Job Functions:

Leadership:

- Organize and supervise an efficient administrative organization for the Park District.
- General decision-making on day-to-day operation of the District.
- Develop and recommend Park District goals, objectives and long -term plans.
- Keep all employees informed of Board policies, goals and objectives.
- Review all written policies and procedures for golf, recreation, pool, safety, etc., to make sure they are in line with the

Board's direction.

- Establish a clear line of responsibility among staff
- Direct the administrative operations of all departments, facilities, programs and services
- Supervise administrative operations relative to personnel, fiscal and capital developments, public relations and other business functions.

- Implement and administer policies and procedures enacted by the Board, develop procedures to ensure their timely and efficient implementation.

- Recruit and employ full-time staff. Promote and provide for the continuing education, training and evaluation of all full -time

employees. Has responsibility and authority for the hiring and termination of park district employees,

consistent with the
policies of the District.

- Revise personnel policies, organizational structure of district and job descriptions as needed.
- Prepare, or arrange to be prepared, requisite records, files and reports of District operations and activities and maintain in a prudent organized manner for future reference.
- Initiate and oversee the execution of the District's Master Plan, working with staff, architects, planners, consultants as necessary.
- Plan, organize, and assist in the offering of a continuing in-service training program for all employees.
- Evaluate and analyze the effectiveness of the Park District's services.
- Perform accurate appraisals of employees within established deadlines
- Encourage high standards of performance and service among all personnel.
- Encourage and promote effective employee relations.
- Encourage proper economy of operations, equipment, and supplies
- Maintain regular communications with department managers and supervisors
- Perform job safely in compliance with the agency safety policies, procedures, and work and safety rules. Review incident and injury reports.
- Promote and enforce ethical behavior throughout the District
- Analyze and handle crisis situations, delegating authority as necessary

Financial:

- Regularly evaluates fees & charges
- Direct the preparation and submittal of annual budget recommendations for Board consideration, monitor fiscal activities to ensure compliance with policies and budgetary limitations & fiscal prudence.
- Oversee the implementation of ongoing capital improvement projects
- Oversee and direct the implementation of Board approved land acquisitions and land use agreements
- Oversee the planning and implementation of design and remodeling of facilities
- Direct and supervise preparation of requests for grants from various state and federal programs related to parks and recreation
- Work with the Director of Finance to develop the Tax Levy and Budget and Appropriation Ordinances for approval by Board of Commissioners and verifies they are filed with the appropriate agencies upon adoption within established deadlines

Board of Commissioners:

- Provide the Board with appropriate & accurate information on the necessary topics for them to

formulate-effective policy and
make decisions

- Formulate and recommend effective Board policies and implements and adheres said policies
- Keep the Board informed on legislative matters affecting the Park District & serve as an advocate for the District on the local, state and national level
- Assign and direct research on special studies on issues impacting matters of policy, fiscal concern, planning and/or development. Apprise and educate the Board of findings and make subsequent recommendations.
- Attend meetings of the Board to give information and make recommendations regarding policy, personnel, programs and facilities, and other concerns relating to the District, in order to make sound decisions
- Perform other duties as required by the Board which are reasonably within the scope of duties
- Plan and organize effective Board meeting agendas and supporting data, including official minutes and records in accordance with the Illinois Open Meetings Act
- Possess an in-depth understanding of the Board/Executive Director relationship and the ability to cultivate a positive working relationship with all Commissioners, individually and as a group

Other

- With advice, assistance and guidance of legal counsel, monitor District conformance with all statutory laws and regulations governing park district programs and operations; to review pertinent legislation and to remain abreast of statutory amendments pertaining to the responsibilities and authorities vested in the park district.
- Represent the District in negotiations and agreements between the District and vendors, business partners, school district, local governmental agencies and State and Federal Governmental agencies.
- Develop and maintain effective relationships with internal and external customers through oral and written communications.
- Promote District to patrons, guests and staff. Ensure that participants' concerns and inquiries are handled appropriately and timely.
- Primary authority for coordinating public relations activity.
- Act as (or designate) the official District ADA Coordinator, and ensure compliance with the Americans with Disabilities Act and Illinois Barriers Act
- Assure the development of broad programs of recreation activities and services to meet the diverse needs and desires of the people in the community, as well as offer opportunities for all ages, abilities, cultures and interests.
- Maintain and promote an effective public information program covering all aspects of District

programs

- Effectively represent the Board and District in local, state, and national park and recreation organizations and other

professional organizations

- Handle media inquiries as needed
- Designate FOIA officer and ensure compliance with the Freedom of Information Act
- Oversee or designate a Park District Safety Committee Chairperson
- Possess integrated marketing knowledge

Knowledge of:

- Successful administration of all departmental operations of a parks and recreation agency, including recreation

programming, golf operations, food and beverage management, parks and facility maintenance, integrated marketing

communications, human resources, and finance and administration.

- General governmental accounting administrative duties, such as budget preparation, audit, bonding, tax levies, etc.
- Master planning, visioning, and program and project development and implementation
- General marketing and communication knowledge, such as marketing plans, news releases, program guide content, etc.
- Federal, state and local human resources and employment laws, regulations, the Illinois Park District Code and Illinois

Public Acts.

- Maintaining strong relationships within the community and experience developing and implementing cooperative

intergovernmental agreements

- Be a visionary leader who has a strong presence in the Wood Dale community working with local officials and leaders

participating with residents.

- A clear communicator who is transparent and articulate in both the written and spoken word
- Hiring, training, managing, evaluating and developing department heads and managerial staff to ensure the successful

operations of all District departments

- Overseeing the financial status and operations of the District and collaborating with the Director of Finance and

Administration to ensure ongoing sound financial decision making

- Developing and maintaining strong relationships and open communications with the Park Board of Commissioners

- Serving as a dynamic leader who inspires employees' passion for working in the field of parks and recreation while providing

the highest quality programs and services to the community

- Creating a respectful and collaborative work environment which engages staff and embraces

teamwork across all areas of
the District

- Resolving operational challenges quickly and effectively, and confidently making decisions that support the successful operation of the District

Requirements of Job:

- BA/BS Degree in Parks & Recreation, Parks & Recreation administration or closely related field
- Five or more years successful experience as an Executive Director, Department Director or Department Superintendent at a Park District or municipal Parks
- CPRP or CPRE certification preferred but not required

Please submit resume and cover letter to:

Sandy Hlousek

Human Resources Manager

Shlousek@wdparks.org

Please put in subject line - Executive Director Search

Job announcement and more information:

file:///wdpd-fs/User_Folders/shlousek/Desktop/Executive%20Director%20Vacancy%20Notice%20-%20Wood%20Dale%20Park%20District%208-2022.pdf