



## **Human Resources Manager - Winnetka Park District, IL**

### **Winnetka Park District**

**Contact Name:**

**Contact E-mail:**

**Contact Phone:**

**Closing Date:**

**Salary:** \$75,000 - \$90,000 +/- DOQ

#### **Description:**

##### **THE OPPORTUNITY**

The Winnetka Park District seeks an experienced Human Resources Manager, who works under the direction of the Executive Director of the Park District, to provide a high level of pro-active and progressive leadership in planning, implementing, directing, and monitoring the Human Resources of the agency. The Human Resources Manager is responsible for the human resource functions for the organization of 34 full time employees, and approximately 70 part time staff and 130 seasonal positions.

##### **ABOUT THE WINNETKA PARK DISTRICT**

The Winnetka Park District was established in 1904 as a local unit of government, becoming one of the first park districts created in Illinois. The first board of commissioners was made up of five members who governed the Park District and completed most of the day-to-day work necessary to operate it. Today, a seven-member board governs the Winnetka Park District. These individuals are elected by the district's residents and serve staggered four-year terms without compensation. The Human Resources Manager is appointed by and reports to the District's Executive Director. The Winnetka Park District serves more than 14,500 residents in Winnetka and portions of Northfield, Glencoe, Kenilworth, and unincorporated areas. The District operates the A.C. Nielsen Tennis Center, Winnetka Golf Club and driving range, Skokie Playfield Complex, Winnetka Ice Arena, Winnetka Platform Tennis, the Green Bay Trail, a boat launch, three swimming beaches and a dog beach, and numerous park sites. Recreation programs include athletics, outdoor nature programs, one-day workshops, day camps, birthday party services, and special events. The Park District provides a full range of year-round recreation programs, including athletics, fitness programs, education programs, summer camps, and special events.

##### **CANDIDATE PROFILE:**

The ideal candidate will have knowledge and experience in most or all facets of Human Resources and have a solid understanding of how Human Resources supports the work of an organization. The candidate will have a collegial approach to building relationships and possess the essential HR skills requisite to enhancing the organization.

The Human Resources Manager will possess the following attributes and competencies:

- Bachelor's degree in Business Administration from an accredited college or technical school, or any

equivalent combination of experience and training, providing required knowledge, skills and abilities

- Ideally, five (5) to seven (7) years full-time experience in one or more related phases of employee benefits administration and human resources
- Ability to explain Human Resources Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues
- Ability to oversee employee benefit program responsibilities by directing the administration of the group health insurance and life insurance plans, HRA program, 457 plans, COBRA, HIPPA, and FMLA
- Ability to provide budget maintenance and comparative analysis of full-time salaries, health insurance, and other related employee benefits
- Ability to research information required to manage assignments including reviewing relevant policies, current practices, staffing requirements, etc. for the purpose of developing new programs/services, ensuring compliance with legislative requirements, securing general information for planning and/or responding to requests for information
- Ability to process payroll (primarily through a direct deposit process) for the District, including:
  - o Review of personnel records and tax forms for the required information
  - o Review hours worked by employees
  - o Process a limited number of payroll checks
  - o File all government wage, income, tax and pension reports pertaining to payroll
  - o Investigate and resolve any questions concerning an employee's compensation and benefits
- Ability to research, evaluate and report on assigned projects; have excellent organizational skills and ability to manage various projects at the same time
- Able to establish credibility and trust with staff; able to adapt to seasonal work responsibilities; responsive to all staff throughout the organization
- Have a commitment to provide a positive organizational culture with a high level of employee engagement
- Have an effective balance of relational and result-oriented skills
- Adaptable and receptive to direction and mentoring as a member of the Park District leadership team
- Have a commitment to continual process improvement and best practices in HR

For more information on the Winnetka Park District, please visit <http://www.winpark.org>.

As a full-time, exempt position, the Winnetka Park District offers a competitive compensation with a starting salary range of \$75,000 - \$90,000 based on qualifications and experience. The District also provides for the potential for additional annual compensation based on team and individual performance. The District offers a benefit package that includes medical, dental, vision, life insurance, 457 plan(s), IMRF Pension, tuition reimbursement, vacation, holidays, sick time, personal days and extensive use of facilities and programs of the Park District. The district is open to discussing a hybrid work schedule.

Position is Open Until Filled, with the review of initial applications beginning with those received on or before November 11, 2022. Interested professionals should submit a resume, cover letter and contact information for five (5) professional references by applying online at [www.GovHRjobs.com](http://www.GovHRjobs.com) Electronic submissions are required. Questions about the position may be directed to Heidi Voorhees at [HVoorhees@govhrusa.com](mailto:HVoorhees@govhrusa.com).

Application Deadline: November 11, 2022