



## **Superintendent of Parks and Recreation**

### **Village of Lincolnwood**

**Contact Name:** Lamar Jones

**Contact E-mail:** ljones@lwd.org

**Contact Phone:**

**Closing Date:** 2022-11-14

**Salary:** 92,238 - 124,522

#### **Description:**

The Village is seeking a responsible and energetic individual to assist the Parks and Recreation Department. The Superintendent of Parks and Recreation is responsible for the administrative planning, operation, development and supervision of the Department's recreation programs, events, parks and facilities. This position oversees two full-time Recreation Supervisors and indirectly oversees all of the Department's part-time and seasonal staff. This position serves under the direction of the Director of Parks and Recreation and may assume duties of the Director of Parks and Recreation in the Director's absence. The position is expected to work nights and weekends for programs and special events.

#### **Essential Duties and Responsibilities:**

This position will communicate with the Director of Parks and Recreation on issues and activities related to the Parks and Recreation Division in an effort to ensure effective operations. The Superintendent of Parks and Recreation prepares, reviews, and analyzes the Parks and Recreation Division budget for review and helps formulate the goals for the department. The Superintendent of Parks and Recreation oversees the development, implementation and evaluation of a broad and varied portfolio of recreation programs and is responsible for the creation of seasonal brochures and other marketing material to promote programming. The position will also assist with the preparation of memos, presentations and board packets as required.

#### **Required Skills/Education/Experience:**

The candidate's education and experience shall include a Bachelor of Science Degree in parks and recreation, leisure services or a related field. Three to five years related recreation and/or parks management experience, including two years in a supervisory capacity. Aquatics experience preferred. Certified Park and Recreation Professional (CPRP) and Certified Pool Operator (CPO) status preferred.

#### **Hours and Compensation:**

The salary range for this position is \$92,238 to \$124,522. This position is classified as a full-time, exempt, non-union position. All applicants must be able to work 9:00 a.m. to 5:00 p.m., Monday through Friday, and attend some Commission and Board meetings before and after normal business hours. The Village provides a comprehensive benefit packaging including medical, dental, and life insurance, Illinois Municipal Retirement Fund Pension, Mission Square retirement plans, paid sick,

vacation, and holiday time, and more.

**Application Process:**

To apply, please complete an application for employment at [www.lincolnwoodil.org/employment](http://www.lincolnwoodil.org/employment). Applications will be received until November 14, 2022.