



Director of Human Resources and Risk Management

Northbrook Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$100,000-\$120,000

Description:

The Northbrook Park District is a leader both regionally and nationally in parks and recreation. We are looking for an experienced professional to serve on the District's Senior Leadership Team as the Director of Human Resources and Risk Management. The Director of Human Resources and Risk Management is responsible for providing strategic leadership and managerial oversight for all aspects of Human Resources and Risk Management operations. This position is a member of the Senior Leadership Team and supervises three full time staff: a Human Resources Manager, a Risk Manager and a Human Resources Generalist.

Salary range is \$100,000-\$120,000.

Responsibilities include:

Leads the HR Team in delivery of services in the areas of recruitment and selection, onboarding and offboarding, benefits and wellness, performance management, employee engagement, risk management, training, compensation and employee/ labor relations.

Evaluates departmental operations. Identifies opportunities and solutions for process improvement based on ongoing feedback from the business.

Hires, trains, supervises and evaluates the work performance of staff. Continuously develops direct reports by providing feedback and opportunities for growth.

Performs short and long-term Division planning to align with District goals, reviews and evaluates plans and develops and implements initiatives to support plans.

Partners with Senior Leadership on various District-wide projects to ensure alignment across Divisions and District goals.

Provides leadership to the Wellness, Safety and Diversity, Equity and Inclusion Committees.

Partners with the Director of Parks and Properties and Parks Department managers to foster a positive working relationship with the bargaining unit representing Parks employees. Works collaboratively with outside labor counsel and the District's negotiation team to plan and successfully complete labor contract negotiations.

Attends evening Board meetings and may be required to be available evenings and weekends as needs arise

The ideal candidate will have a Bachelor's Degree in Business or Human Resources. Masters Degree and professional certification in Human Resources (S/PHR or SHRM/S-CP/SCP) are also strongly preferred. A minimum of seven (7) years of increasing responsibility in human resources, talent management or related experience; experience as a department head preferred. Three (3) to five (5) years of human resources supervisory experience required.

Position offers a full benefits package including: medical, dental, vision and prescription coverage; life insurance; pension - enrollment in the Illinois Municipal Retirement Fund (IMRF); 457 deferred compensation plan; flexible spending; paid holidays, vacation and sick time; and recreation benefits.

To apply, visit nbparks.org/jobs and submit an application, including cover letter and resume. Desired hire date is May 1.