



Director of Parks and Properties

Northbrook Park District

Contact Name: Anna Olas

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Closing Date: 2023-09-18

Salary: \$120,000 - \$130,000

Description:

The Northbrook Park District is a leader both regionally and nationally in parks and recreation. We are looking for an enthusiastic, experienced professional to serve on the District's leadership team as the Director of Parks & Properties. The current Director of Parks and Properties has been promoted to Executive Director. This is an opportunity to lead one of the most innovative full-service Parks Division in Illinois. The individual holding this position is responsible for providing strategic leadership and managerial oversight for all aspects of the Parks & Properties Division including Grounds Maintenance, Golf Maintenance, Facilities, Fleet and Trades. This position also oversees the District's Capital Improvement Plan (CIP) and the project/planning team and contractors.

The Director of Parks & Properties oversees the maintenance of 543 acres across 13 square miles, including 24 park areas as well as facilities including Techny Prairie Activity Center, a 44,200 square foot facility for fitness and recreation, Heritage Oaks Golf Club, Techny Prairie Park and Fields, the Leisure Center and the Northbrook Sports Center, containing two full-sized indoor ice rinks. Additional responsibilities ensure oversight of the maintenance of recreational facilities including two outdoor swimming facilities, 36 holes of golf, a practice range, two sled hills, dozens of baseball diamonds and soccer fields, 19 tennis courts, 18 playgrounds, numerous picnic areas and trails, and two fishing lakes.

Highlights for this position:

- Capital Improvement Budget between \$4-\$6.5 million annually.
- Parks Division consists of 33 full-time employees, 35 permanent part-time staff. Division was fully staffed in 2023.
- Lead a team of established Parks & Planning professionals, direct reports have on average over 10-15 years' experience in industry specific roles
- Oversight of a dedicated planning department with an in-house Landscape Architect.
- Tree maintenance and mowing performed by outside contractors.
- Oversees the maintenance of 543 acres; 36 holes of golf, driving range, two outdoor pools, 18 playgrounds, 27 ball fields, 14 tennis courts, and 6 dedicated pickleball courts.

- Oversee the maintenance of multiple facilities; standalone fitness center, dedicated recreation center, golf clubhouse and restaurant, 2 sheet indoor ice rink, administrative office, dedicated parks maintenance facility, velodrome.
- 3 playgrounds scheduled for replacement in 2024.
- \$3.7 million pool renovation scheduled in 2024/25.
- Dedicated fleet vehicle for use during working hours.
- Oversee the maintenance operation of only the third net zero certified building in Illinois.
- Oversee the maintenance of the only two Audubon Sanctuary Certified Park District owned parks in Illinois.
- The Districts comprehensive plan was updated in 2022.
- Opportunity to attend NRPA, IPRA, and IAPD Legislative Conferences.

Our Mission: To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer

To learn more or apply for this exciting opportunity, visit nbparks.org/jobs.