



Executive Director

Hanover Park Park District

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Closing Date:

Salary: \$95,000 - \$115,000

Description:

With 21 parks and facilities, the Hanover Park Park District brings the community together through shared green space, seasonal events, and outdoor activities. Each park offers something slightly different. In addition to these facilities, the park district hosts a variety of events for all ages. This year is the 60th anniversary of Hanover Park Park District.

SUMMARY:

The Executive Director is directly responsible to the Hanover Park Park District Board of Commissioners. The primary function of the Director is to carry out the policies adopted by the Hanover Park Park District. The Director shall be the administrative head of all departments and divisions of the facility development and business management. The Director shall be the official medium of communication between the employees of the District and the Board of Commissioners.

QUALIFICATIONS:

Graduate from an accredited university with a Baccalaureate Degree in Recreation and Park Administration. At least ten years of responsible administrative experience in the field of public recreation and parks management is desired. Certification with the Illinois Park and Recreation Association and the National Recreation and Park Association or similar professional organization is desirable.

REQUIRED KNOWLEDGE:

- Have a thorough knowledge of the theory and philosophy of recreation and park management and the ability to interpret this philosophy to others is required.
- Possess a sound background in financial management with emphasis on budget principles, financial forecasting, and fund accounting.
- A working knowledge of the Park District code of Illinois, other state statutes which impact on public agencies and Federal regulations affecting leisure agencies should be able to be demonstrated.
- Other areas of knowledge required would be personnel management practices, knowledge of the theory of management with emphasis on a variety of management techniques which have been experienced in prior job settings.

- The Director should also possess knowledge of the lay-out and design of general development site plans and architectural drawing interpretation.

ESSENTIAL FUNCTIONS:

Agency Administration

- Implement Board decisions and policies, while supervising the work of the Park District, in accordance with said policies established by the Board.
- Prepare agenda and supporting written reports and studies for regular and special Board meetings.
- Communicate between Board meetings with all Board members on matters of importance.
- Develop and annually update a multi-year capital improvement plan.
- Develop agency goals and objectives.
- Recommend, organize and implement improvements and efficiency measures.
- Analyze and handle crisis situations, delegating authority as necessary.
- Review and recommend changes to the District's Policy Manual.
- Advise the Board on recommendations for the advancement of parks and recreation, as well as recommendations of policies, plans and programs and otherwise prepare, or cause to be prepared all present facts and explanations necessary to assist the Board in its duty of legislation for the parks.
- Study conditions, needs and trends affecting the recreation and parks requirement of the District.
- Establish and maintain cooperative planning and working relationships with other local community agencies, governmental, voluntary and private.
- Maintain systematic, complete and accurate records of departmental activities, services, personnel and property.
- Serve as Board Secretary for the Park Board of Commissioners.
- Act as District representative to the Northwest Special Recreation Association (NWSRA) Board of Trustees.
- Act as Hanover Park Park Foundation Board Secretary and administer. activities associated with all Foundation work.

Public Relations

- Develop, interpret, and promote the leisure philosophies of the District in order to encourage the public use of facilities, areas and programs.
- Demonstrate an understanding of local social, service and political entities.
- Serve as spokesperson for the District at public meetings.
- Maintain positive press relations.
- Respond to citizen complaints and/or inquiries within five working days of receipt.
- Develop positive relationships and interchange ideas with other Park Districts.
- Maintain a continuing cooperative relationship with various civic, school and municipal boards and administrators within the community.

Personnel Management

- Recruit, select, employ, and evaluate full-time and part-time employees as identified below:
 - Superintendent of Parks and Planning
 - Superintendent of Recreation
 - Superintendent of Special Facilities
 - Superintendent of Business Services
 - Executive Assistant
 - Human Resources Generalist
- Organize, assign and train department personnel.

- Work with attorney on matters requiring legal review and interpretation.
- Conduct staff meetings with department heads to promote effective communication.
- Conduct written evaluations on all department heads on an annual basis.
- Periodically recommend revisions to the District's organizational chart including number of personnel for each position, job description revision and salary ranges.
- Insure that employees maintain proper safety standards and that safety precaution measures are enacted to safeguard the welfare of the general public during their use of parks and facilities.

MARGINAL FUNCTIONS:

- Attend all Park District workshops, board meetings and committee meetings as needed.
- Represent the Park District at various affiliated organization events, community groups and governmental functions as necessary.
- Be observant of potential property acquisition, new development and annexation opportunities, as they become available to serve the recreation and park needs of the Park District residents.

Benefits Offered:

- Medical Coverage (PPO or HMO)
- A retirement plan with the Illinois Municipal Retirement Fund (IMRF)
- Paid vacation, personal days, holidays and sick time
- Prescription Coverage
- Dental Coverage
- Vision Reimbursement Program