



PARKS AND RECREATION DIRECTOR

City of Woodstock

Contact Name: Jill May

Contact E-mail: jmay@woodstockil.gov

Contact Phone: 815-338-1172

Closing Date: 2024-03-11

Salary: \$103,076.06 - \$149,468.80 DOQ

Description:

Responsible for the overall administrative oversight, visioning, leadership, planning, coordinating and control of the City's recreation services; provides for safe, sustainable and attractive recreational opportunities for residents and the general public; and ensures effective and efficient operation of all divisions. Responsibilities also include management of municipal park maintenance operations and collaboration with Public Works to cross utilize staff for snow removal operations during winter months and any emergency operations as needed. The work is performed under the direction of the Executive Director - Business Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Directs development and administration of department operating and capital improvement budgets for the Recreation Department, Recreation Facilities, and Parks Maintenance. Recommends budgets, monitors expenses, and revenues to ensure compliance with budget mandates. Prepares and recommends annual capital improvement plan.
- Develops and oversees annual Recreation Department and Parks Maintenance work plans. Assigns work activities, projects and programs. Assesses need for expanded recreation and leisure services, changes to service delivery, and park maintenance operations.
- Directs the work of and manages the supervisory staff of the Department, including the Parks Superintendent. Interviews and selects new employees. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work, and prepares performance evaluations. Oversees the hiring of seasonal workers. Manages staff who review, coordinate and oversee recreational programming and facilities, park maintenance, community events logistics and downtown holiday decorations for the community.
- Provides/arranges safety training with the Human Resources Director.
- Partners with the HR Department to resolve employee grievances and other labor relations issues. Provides input to collective bargaining efforts and provides direction on operational impacts of bargaining efforts and outcome.
- Plans and identifies existing maintenance items and future park expansion needs. Evaluates service levels and priorities.
- Oversees building and facilities operations for Woodstock Recreation Center and Woodstock WaterWorks as well as Parks Maintenance operations.

- Meets with community organizations and others regarding recreation activities and programs. Maintains effective communication with municipal officials, school personnel, and community groups regarding recreation activities and programs. Develops department goals and objectives. Researches community recreation needs to adequately serve those needs.
- Coordinates and oversees the work of consultants and other contract services for Park Maintenance Operations.
- Prepares Parks and Recreation department policies and standard operating procedures for management of public parks use, and maintenance of recreation facilities as well as programs and employees.
- Works with the Executive Director-Business Development to set annual fee schedules for approval by City Manager.
- Collaborates with Public Works for Park related Environmental Management issues that may arise and with the appropriate Superintendent and the City Forestry Technician to address tree-related matters in the parks.
- Represents the City of Woodstock on the Board of Directors and attends regular meetings of the Northern Illinois Special Recreation Association (NISRA) which is an extension of thirteen park districts and municipal recreation departments, providing year-round community recreation programs for children and adults with disabilities.
- Oversees departmental recordkeeping, sales performance, equipment life expectancy, and maintenance records. Reviews all report preparation provided to the Executive Director, City Manager, and City Council.
- Oversees parks maintenance and recreation facilities' scheduling by department and other users.
- Serves as Staff Liaison to the Parks and Recreation Commission or appoints a delegate with approval of Executive Director - Business Development.
- Promotes department services and activities through the Marketing Department and front-line staff. Contributes to newsletter articles and other marketing materials. Collaborates with Marketing for the development, publication, and distribution of events catalog.
- Attends and participates in twice monthly City Council Meetings, bi-weekly department head meetings, weekly staff meetings with Executive Director-Business Development, and monthly Commission meetings. Conducts weekly department staff meetings.
- Responds to emergency situations outside of business hours as needed.

MINIMUM REQUIRED QUALIFICATIONS:

- Bachelor's degree in Parks and Recreation Management, Public Administration, or a closely related field.
- Minimum of ten (10) years' progressively responsible management and operations experience in the parks and recreation field
- Minimum of five (5) years of progressively responsible administrative management experience, with at least three (3) years in a higher level/executive position.
- A valid motor vehicle operator's license and acceptable driving record for eligibility of City coverage.
- Excellent written, verbal, and digital communication skills.

PREFERRED QUALIFICATIONS:

- Master's degree.
- Previous leadership experience managing a diverse team.
- Construction/renovation project management experience.
- Union staff management and negotiation experience.

A combination of education and experience that provides equivalent knowledge, skills, and abilities may be considered by the City.

SALARY: The position provides an excellent benefits package. The FY24/25 full pay Grade range for this position anticipated as of May 1, 2024 with final approval of the proposed budget, ranges from \$103,076.06 to \$149,468.80. Compensation and placement within this range will be dependent upon qualifications. A very competitive group benefits package is offered along with an IMRF pension.

DEADLINE: Monday, March 11, 2024 AT 5:00 PM

TO APPLY: <https://woodstockil.applicantpro.com/jobs/3244362>