



District Administrator

Berkeley Park District

Contact Name: Chuck Szoke

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Closing Date:

Salary: \$54,000-\$66,000 (30 hour work week)

Description:

The Board of Commissioners of the Berkeley Park District, Cook County, Illinois is seeking to fill a new position of District Administrator. The position will serve as the Chief Executive of the agency, reporting to the elected five member Board.

Berkeley Park District is located between the communities of Elmhurst and Hillside, 15 miles from downtown Chicago. The diverse community has approximately 5,500 residents. The Park District has two park locations and one program building, and currently one part time staff position.

The position will lead the agency in expanding current levels of service and programming while guiding the agency through goal achievement as outlined in the January, 2024 Strategic Plan.

Successful candidates will hold a degree from an accredited university in Park and Recreation Administration, Public Administration or a related field, and will have achieved increasingly progressive levels of executive and supervisory experience.

The starting salary range is \$54,000-\$66,000, based on a 30 hour work week with a hybrid work schedule. Benefits are negotiable.

To apply for the position, please email a cover letter expressing your interest, a resume, and three current professional letters of recommendation to Chuck Szoke, Interim Executive Director, to cszoke@BerkeleyParkDistrict.com. The position will remain open until filled, with a first review of application materials taking place on July 10.