



Executive Director

Broadview Park District

Contact Name: Tiara Delk

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Closing Date: 2024-08-05

Salary: \$65,000-\$80,000

Description:

Full Job description and information at <https://pdf.ac/3TL1jb>

THE BOARD OF COMMISSIONERS IS SEEKING TO EMPLOY AN EXECUTIVE DIRECTOR WITH THE FOLLOWING QUALIFICATIONS, CHARACTERISTICS, AND TRAITS: A bachelor's degree in park and recreation administration or related field. 1. Excellent time-management and priority setting skills. 2. Effective interpersonal skills. Must possess compassion and the ability to communicate effectively with all types of individuals. 3. Administrative skills based on positive human relations, interactive communication skills, and high public visibility. 4. Comprehensive planning skills and experience. Ability to assess community needs, research trends and innovative concepts as they apply to improvement of the agency operations and long-range planning. 5. Demonstrated skills in seeking and writing grants. 6. Demonstrated success in administration and budget management. Experience in the creation of a sound fiscal operation. 7. Strong personnel management skills, including the ability to assign personnel and delegate responsibilities with assurance and accountability. 8. Ability to enhance broad public understanding and support for the agency's services and future needs via marketing and public relations initiatives. 9. Possesses a professional understanding and appreciation of the community's diverse culture. Bilingual skills are a plus.

To Apply:

APPLICATIONS SHOULD BE MARKED PERSONAL AND CONFIDENTIAL. ALL APPLICANT PACKETS MUST CONTAIN THE INFORMATION FOR FULL CONSIDERATION. EACH NUMBERED ITEM BELOW NEEDS TO BE ON A SEPARATE PAGE. PLEASE DO NOT BIND OR STAPLE.

Formal letter of application indicating reasons you desire to be a candidate. 1. Current resume needs to include, but not be limited to, employment history, duties, number of employees supervised and budget amount managed. 2. Complete list of accomplishments/completed projects. 3. Provide 3 CURRENT (DATED) letters of recommendation. These written references ideally should include a balance of former employers, employees and board members. 4. You must also supply 3 PROFESSIONAL references with complete names, addresses and phone numbers. These references need to be different from those providing letters of recommendation and will be contacted by the selection committee upon receipt. 5. Typewritten responses to the following management questions. Please limit your responses to each question to one page. 6. Describe your management style. State and discuss your philosophy of parks and recreation. If you were chosen for the position, what steps would you take as the district's new leader in your first 120 days? Complete set of up-to-date credentials which include legal proof verifying educational degrees. Transcript or copy of degree

is acceptable.

All applications and inquiries should be referred to: E-Mail Application to and if you have any questions, email: tdek@broadviewparkdistrict.net