



## **Division Director of Recreation and Museum Services - Glenview Park District - Glenview, Illinois**

Glenview Park District

**Contact Name:**  
**Contact E-mail:**  
**Contact Phone:**  
**Closing Date:**  
**Salary:** \$135,000

### **Description:**

**The Glenview Park District (population 63,000)** is one of the most unique park districts in Illinois. Located 20 miles northwest of downtown Chicago, the Glenview Park District employs 115 full-time employees plus 750 seasonal and part-time employees. The Park District has an annual fiscal year budget of \$45 million with approximately \$32 million in operating budget plus a current capital budget of \$7.8 million and debt service budget of approximately \$5.4 million. The District enjoys an AAA bond rating from Moody's Investor Services, is CAPRA and Distinguished Agency Accredited, a 2024 and 2019 Gold Medal Finalist, the 2022 Champion of Change winner, and an IPRA Exceptional Workplace recognized agency.

The Executive Director is seeking a highly qualified, innovative, and visionary Division Director to lead Recreation and Museum Services, one of four major divisions of the organization. The Division Director of Recreation and Museum Services reports directly to the Executive Director, oversees an operating budget of more than \$10 million, while working closely with other Division Directors and seven elected Board members.

The Recreation and Museum Services Division includes the Park Center Recreation Center, Schram Memorial Chapel, two outdoor and one indoor aquatic complex, The Grove National Historic Landmark with an interpretive center and 150-acre nature preserve, and the 18.8-acre Historic Wagner Farm. The Division Director of Recreation and Museum Services has direct supervisory responsibility for three department directors and indirect supervisory responsibility for an additional 500 full-time staff and part-time staff. The Division Director of Recreation and Museum Services oversees recreation programs, activities and special events, facility rentals, animal care and is responsible for the coordination of resources, projects, policies, and procedures within the division.

### **The Division Director of Recreation and Museum Services will have:**

- Strong leadership ability and the ability to build a cohesive and productive team.
- Ability to build and sustain strong relationships with others, including staff, patrons, community stakeholders, board members, and other partnering agencies.
- Significant knowledge of recreational programming.

- General knowledge of facility management, maintenance, and construction planning/project administration.
- Outstanding communication skills including listening, speaking, writing, negotiating, public presentations.
- Ability to identify and solve problems in an effective manner.
- Ability to effectively contribute to and execute District-wide plans and strategies.

### **Candidate Requirements**

- Bachelor's degree in parks and recreation, tourism, public policy, or related field.
- At least ten years' progressively responsible experience and a record of achievement in an organization of similar complexity to the Glenview Park District, or an equivalent combination of training and experience.
- At least three years' experience in a high-level manager or director role.
- A Master's Degree is desirable.
- Professional certification is preferred.
- Prior supervisory experience required.

### **Salary Range and Benefits:**

The starting salary range for this position is \$135,000 + depending on qualifications. The District offers an excellent benefit package including membership into the Illinois Municipal Retirement System (IMRF), optional 457 deferred compensation plans, a District provided vehicle, an expansive menu of health and wellness benefits and a commitment to on-going employee education and training.

### **How to apply:**

Open until filled. Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) with resume, cover letter, and contact information for five (5) professional references. First review of applicants Monday, July 15, 2024. Questions regarding the recruitment may be directed to Steve Scholten, Vice President or Joe DeLuce, Vice President, and Executive Recruiter, GovHR USA. GovHR USA. TEL: 847-380-3240 ext. 185 or 155.

**The Glenview Park District is an Equal Opportunity Employer and welcomes and encourages diverse applicants.**