



Executive Director

Norridge Park District

Contact Name: Annemarie Flaherty
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Closing Date: 2024-07-31
Salary: \$105,000 and up DOQ

Description:

The Norridge Park District (16,500 population) is located on the NW edge of Chicago and employs 20 full-time employees plus 100 seasonal and part-time employees. The 2025 fiscal year budget includes a \$4.9 million operating budget and a \$5.7 million capital budget. The Park District features a new aquatic facility, fitness center, 5 ball fields, soccer fields, outdoor tennis/pickle ball and basketball courts, indoor basketball/volleyball and pickle ball courts, dance studio and two recreation facilities.

The Board of Commissioners is seeking an Executive Director with the following qualifications and attributes to lead the Park District:

Effective interpersonal skills. Must possess compassion and the ability to communicate effectively with all types of individuals.

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

Demonstrated success in administration and budget management. Experience in the creation of a sound fiscal operation.

Strong personnel management skills, including the ability to assign personnel and delegate responsibilities with assurance and accountability.

Knowledgeable of park and recreation issues, trends, personnel management, marketing and public relations.

Proven track record of developing strong intergovernmental relationships and cooperative efforts, and embraces the community's culture.

An in-depth understanding of the board/director relationship and the ability to cultivate a positive working relationship with all commissioners.

Knowledgeable of the importance of involving communities in collaborative processes for park planning and the belief in the strength in community involvement and participation.

A motivational leader who empowers and develops staff at all levels of the agency.

TO APPLY:

Applications should be marked personal and confidential and include the following items:

Resume – including employment history, duties, number of employees supervised and budget amount managed.

Complete list of accomplishments/completed projects.

Two current letters of recommendation.

Three professional references with names, address, phone number and email. Different from the letters of recommendation.

Typewritten responses to the following three items. Limit response to each question to one page.

Describe your management style. State and discuss your philosophy of parks and recreation. Detail what steps you would take as the district's new leader in your first 120 days.

Email application packet to: annemarie@norridgepk.com or deliver hard copy to 4631 N. Overhill Avenue, Norridge, IL 60706, Attn: Annemarie Flaherty.

If you have any questions please contact Annemarie Flaherty at annemarie@norridgepk.com