



Assistant Director of Parks and Recreation

Village of Lincolnwood

Contact Name: Lamar Jones
Contact E-mail: ljones@lwd.org
Contact Phone: 847-745-4711
Closing Date: 2024-09-30
Salary: \$112,455 - \$157,437

Description:

The Village is seeking energetic and professional candidates to become the next Assistant Director of Parks and Recreation. The Assistant Director is responsible for a wide range of duties in a small, but dynamic department. More specifically, the Assistant Director is responsible for the administrative planning, operation, development and supervision of the Department's recreation programs, events, parks and facilities. This position directly manages three (3) full-time Recreation Supervisors and indirectly oversees all the Department's part-time and seasonal staff. This position reports to the Director of Parks and Recreation and assumes the duties of the Director upon their absence. Additionally, this position may be expected to work nights and weekends for programs and special events when necessary.

Essential Duties and Responsibilities

This position will communicate with the Director on issues and activities related to the Parks and Recreation Department to ensure effective operations. The Assistant Director prepares, reviews and analyzes the Departmental Budget and helps formulate annual goals for the Department. In addition, the individual in this position will oversee the development and successful implementation of a varied portfolio of recreation programs. The position will also assist with the preparation of memos, reports and presentations to the Village Board as required.

Required Skills/Education/Experience

The successful candidate's education and experience shall include a Bachelor's of Science Degree in parks and recreation, leisure services or a related field. A minimum of three to five years of related recreation and/or parks management experience, including two years in a supervisory capacity. Experience in aquatics and managing capital improvement projects is preferred. A certified Parks and Recreation Professional (CPRP) is preferred, and a Certified Pool Operator (CPO) is required within one year of hire.

Hours and Compensation

The salary range for this position is \$112,455 - \$157,437 annually, with the anticipated starting salary between \$112,455 - \$134,946 annually. This is a full-time, salaried position. All applicants must be able to work 9:00 a.m. – 5:00 p.m., Monday through Friday and attend some events, programs and

meetings outside of those hours when required. The Village provides an excellent, comprehensive benefits package that includes medical, dental and life insurance, participation in the Illinois Municipal Retirement Fund (IMRF), paid sick, vacation and holidays, along with other benefits.

Application Process

To apply, please complete an application for employment at www.lincolnwoodil.org/employment (<http://lincolnwoodil.org/employment>). Applications will be received until Sept 30, 2024 at 5:00 p.m.

The Village of Lincolnwood is an Equal Opportunity Employer (EOE)