



Recreation Director

Village of Libertyville Recreation Department

Contact Name: Jeni Houtz

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Contact Phone: 847-918-2012

Closing Date:

Salary: \$130,000+ DOQ

Description:

The Village of Libertyville is seeking a **full-time Recreation Director**. The Recreation Department operates with a full-time staff of 4.5 employees and numerous part-time/seasonal staff. The Village maintains more than 500 acres of recreation properties. It includes 18 parks, a preschool and two public swimming pools. The position will serve as part of senior management and will report to the Village Administrator.

Education

Graduation from a four-year college or university with major course work in recreation, recreation administration, or related field; 3-5 years professional experience and/or training with considerable experience in public recreation programs. Staff supervisory experience and Master's Degree in related field desired.

Ideal Candidate

- Monitor and evaluate the efficiency and effectiveness of department methods, procedures, and programs; identify opportunities for improvement
- Develop, prepare, and administer the department budget, including preparing cost estimates and justifications for budget recommendations and monitor and control expenditures
- Experience with planning, developing, scheduling, directing, implementing, and evaluating year-round, Village-wide recreation programs
- Maintain positive working relationships with schools, public agencies, and community organizations to provide quality programs to the community
- Organize and participate in meetings with member organizations, advisory Boards, and the Village Board
- Oversee and direct special events
- Effectively market recreation programs and events
- Prepare a variety of complex analytical and statistical reports and presentations
- Provide innovative and strategic vision for the department
- Respond to and resolve sensitive public inquiries and complaints

Compensation and Benefits

The expected starting salary is \$130,000+ depending upon qualifications and experience. A comprehensive benefit package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, and dental, (also available to dependents), life insurance, medical and dependent care flexible spending accounts, wellness program, optional 457 plan participation, EAP with legal and financial services, and paid holidays, paid vacation, sick leave and personal days, as well as tuition reimbursement.

How to Apply

A resume, cover letter and contact information for three professional references should be submitted to Jeni Houtz, HR Manager with the title "Recreation Director" in the subject line to jhoutz@libertyville.com. Initial review of resumes beginning on October 25, 2024. First interviews anticipated the week of October 28, 2024.

A full recruitment brochure can be found [here](#).

The Village of Libertyville is an Equal Opportunity Employer. Full Job Description available upon request.