



## **Assistant Athletics Operations Manager**

### Village of Orland Park

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**Closing Date:**

**Salary:** \$63,718 - \$89,205 DOE

#### **Description:**

The Village of Orland Park, a dynamic and progressive community of approximately 60,000 residents is a regional destination in the south suburbs and ranks #5 in total retail sales out of all the Chicagoland Communities (excluding Chicago). A nucleus for prominent dining, entertainment, and social scenes, this distinguished community boasts a unique blend of historic neighborhoods, upscale residences, and ever broadening businesses, amidst more than 700 acres of beautifully manicured parks and open lands. In addition, Orland Park has received a number of accolades including: ranked as one of the Best Places to Live by Chicago Magazine (2013 & 2022), Safest City in Illinois by Safety.com (2021), Top 5 Best Cities in Illinois by Money Magazine, named Village of the Year by the Home Builders Association of Greater Chicago (2014) and the 9750 on the Park Transit Oriented Development was named Best Building by the Congress for New Urbanism, Illinois Chapter. Our distinguished Parks & Recreation Department is currently seeking a mature, established, reliable professional to join the Athletics management team as **Assistant Athletics Operations Manager**.

This highly responsible position assists with all aspects related to the use of Village athletic fields, sports courts, special events and facility support. Duties include direct oversight of all evening and weekend operations, and staff; hiring, training, scheduling, supervising and evaluating personnel; planning, assigning and overseeing work duties of personnel; reviewing and approving assigned staff's payroll; ensuring athletic fields are prepared on-time and at the highest quality level; quickly and effectively responding to user needs and requests; supporting the use of Village parks by ensuring pavilions are clean and ready for drop-in and scheduled users; preparing RFP's, bids and obtaining quotes for various projects; making recommendations for award of work; processing requisitions, purchase cards, invoices and other Village financial processes.

Provides input for budget planning and helps manage budget allocation; and contributing to development and implementation of the athletic division goals.

Additional responsibilities include assisting in directing and overseeing Village contractual vendors services for parks and properties including mowing, fertilization and salting/plowing Village facility parking lots; preparing reports related to the use of athletic amenities; directly overseeing support functions of assigned special events; developing and implementing preventative maintenance programs; ensuring adherence to staff safety protocols; contributing ideas to enhance customer

service and operational efficiency; and promoting a positive work environment through courteous interactions with the public and colleagues.

An associate's degree in Recreation, Leisure Services, or a related field or an equivalent combination of education, training and experience is required. A bachelor's degree is preferred. A minimum of three (3) years of direct experience in the oversight of athletic field operations of similar size and scope is required. Must have a valid driver's license and certification in First Aid/CPR must be achieved within six (6) months of hire.

Requires thorough knowledge of outdoor athletic field preparation and maintenance; a demonstrated understanding of special event support; the ability to successfully assess individual work performance and mentor staff to successfully perform assigned duties; strong customer service and public relations skills; a basic understanding of turf and athletic surface maintenance; computer proficiency including Outlook, Microsoft Word, Excel and an ability to learn and successfully utilize Village software; the ability to schedule staff to meet the needs of users while adhering to financial responsibility; an understanding of safe practices related to the use of equipment, tools and use of outdoor fields; rules and regulations related to the use of athletic fields; budgetary and grant administration practices and terminology; and an understanding of the principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.

The ideal candidate will excel in planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff; selecting, motivating, and evaluating staff and providing for their training and professional development; developing and implementing program and project goals, objectives, procedures and work standards; preparing clear, concise and complete reports, correspondence and other written materials; and exercising sound independent judgment within general procedural guidelines; in addition to preparing clear, concise and complete reports, correspondence and other written materials.

The selected individual must demonstrate the ability to contribute effectively to the accomplishment of team or work unit goals, objectives and activities; establish and maintain effective working relationships with a variety of individuals contacted in the course of performing work duties; promote the overall mission of the Village by demonstrating courteous and cooperative behavior when interacting with public and staff; and act in a manner that promotes a harmonious and effective workplace environment.

Regular Hours: Monday thru Friday 9am to 6pm (weekends as needed).

Annual salary range is \$63,718 - \$89,205 depending on qualifications. This position is eligible for the Village of Orland Park's comprehensive employee benefits program which includes four medical plan designs offered through Blue Cross Blue Shield of Illinois, dental, vision, life insurance, discounted Sportsplex membership and an employee wellness program. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a voluntary 457(b) plan through Nationwide.

The Village of Orland Park also provides for paid vacation, personal, sick days, and holidays.

Interested candidates are encouraged to apply.