



Director of Facilities

Elmhurst Park District

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Closing Date:
Salary: \$93,282 to \$105,000 DOQ

Description:

PLEASE APPLY ONLINE AT: <https://elmhurstpark.bamboohr.com/careers/209>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, having fun, and fostering belonging! Someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting opportunity as Director of Facilities! This role will focus on planning, developing, managing, and maintaining facilities and capital improvements. The Director of Facilities will oversee the planning, design, layout, and construction of new and renovated facilities for the District.

WHAT YOU'LL DO:

- **Personnel Management:** Lead full-time facility supervisors including recruiting, hiring, training, evaluating, and providing ongoing leadership and foresight.
- **Financial Management:** Recommend departmental improvements and cost containment procedures to utilize departmental resources. Work as a member of the Management Team to recommend final annual budget. Develop cost accounting procedures and reports for major projects, maintenance operations and long-range capital improvement projections.
- **Administration/Organizational Planning:** Participate in strategic planning for department and District.
- **Community Relations:** Attend Park Board meetings, act as a liaison to various affiliated organizations, community groups, and governmental units. Act as ADA Compliance Office and manage implementation of ADA-related Projects.
- **Facility Management:** Manage preparation of plans, specifications and cost estimate for capital improvement and construction projects. Coordinate planning, design, layout and construction of new and renovated facilities. Oversee large scale special events across the District and special uses of facilities by outside groups.

WHAT YOU'LL BRING:

- Bachelor's degree in Recreation, Park Management or related field with 7 years of progressively responsible experience in public parks and recreation and 3 years management experience; Master's degree preferred
- Knowledge of principles and techniques relating to maintenance, layout, design and construction of parks and recreational facilities, as well as knowledge of plans, specifications and architectural drawings
- Sound background in financial management and budgetary techniques as well as knowledge of management principles and practices
- Excellent analytical, project management and presentation skills

WHEN YOU'LL WORK:

- **Primarily Monday–Friday, 8:00am to 5:00pm**, with nights, weekends, and holidays as needed to successfully carry out the essential functions of this job.
- **Flexible Schedule:** Preparation for events, facility openings, and programs may require extended hours, and you may need to work some evenings and weekends to ensure staff and operations are successful.
- Some flexibility with remote work and work hours.

WHAT YOU'LL GET: This position is classified under Pay Grade 7, with a salary range of \$93,282 to \$135,260. For internal equity and budgetary considerations, the anticipated starting range for this role is set between \$93,282 to \$105,000 depending upon experience and qualifications.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)