



Director of Administrative Services

Wheeling Park District

Contact Name: Annie Gonzalez

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Closing Date:

Salary: Hiring Range: 135,000-165,000

Description:

DIRECTOR OF ADMINISTRATIVE SERVICES

Reports To: Executive Director

Supervisory Responsibilities: Superintendent of Finance, Manager of Human Resources and Employee Engagement, Training and Risk Manager, Information Technology Manager.

Summary

The Director of Administrative Services is responsible for overseeing the Administrative Services Department and for the coordination of resources, policies and procedures across Wheeling Park District. Areas of responsibility include Finance and Business Operations, Payroll, Human Resources, Risk Management and Information Technology. This position will supervise, plan and coordinate fiscal, financial operations for Wheeling Park District; develop and implement procedures and technical processes pertaining to financial and administrative systems. The Director of Administrative Services is responsible for coordinating and administering activities in accordance with Federal, State and Local laws relating to Wheeling Park District operations.

Key Responsibilities

- Oversee District financial operations.
- Ensure compliance with laws and regulations.
- Supervise HR recruitment, benefits, and employee engagement programs.
- Coordinate risk management, workers' compensation, and safety initiatives.
- Oversee IT services, ensuring data security and technological support.
- Lead annual audits and compliance reviews.
- Supervise personnel files, job descriptions, and employee evaluations.
- Attend Board meetings.
- Maintain District policies and provide recommendations for improvement.

Qualifications

- Graduate of a college or university accredited by the U.S. Department of Education with a minimum of a Bachelor's Degree, Masters preferred, in Public Administration, Finance, Human Resource Management, Business Administration, or related field; a minimum of ten (10) years of full-time

related experience and a minimum of five

(5) years supervisory or administrative experience in Finance, Human Resources, Risk Management and Information Technology. Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities will be accepted.

- Strong personnel management experience. Including recruiting and retaining high quality staff and delegating responsibilities with confidence and accountability.
- Ability to understand concepts of shared leadership and genuinely encouraging participation by others.
- Effective interpersonal skills. Must possess the ability to communicate honestly, effectively and respect diverse views and priorities.
- Comprehensive financial, human resource and administrative service planning skills. Must possess the ability to assess needs, research trends and innovative concepts that offer improvement to agency operations.

Compensation and Benefits

Salary Range: \$125,000 - \$182,000

Hiring Range: \$135,000 - \$165,000

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

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- Employee Assistance Program
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (Sick, Vacation, and Floating Holidays)
- Programs and Recreation Facility Use
- Professional development opportunities and support for continued education

APPLICATION PROCEDURE

All applicants must visit www.wheelingparkdistrict.com and submit a complete application.

<https://www.wheelingparkdistrict.com/program/director-of-administrative-services/>

Direct Questions to:

Annie Gonzalez

Manager of HR and Employee Engagement

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847-465-7761