



Director of Human Resources

Fox Valley Park District

Contact Name: Jennifer Paprocki

Contact E-mail: jpaprocki@fvpd.net

Contact Phone: 630-897-0516

Closing Date:

Salary: \$113,000 - \$140,120 DOQ

Description:

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery, and North Aurora, the District maintains 168 parks and 48 miles of inter-connected regional trails amid 2,500 acres of parkland. connected by the Fox River, our communities are tied together with the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District...Where Fun Begins!

JOB SUMMARY

The Director of Human Resources provides strategic management, analytical, administrative and staff assistance to Fox Valley Park District (district) management/supervisory staff in such areas as hiring, compensation and employee benefits, performance evaluation, employee relations, work environment issues, and employee leave administration. May carry out daily responsibilities in some or all of the following areas; recruitment, compensation, benefits administration, leave management, employee relations, training, and employee wellness. The Director of Human Resources reports to the Executive Director. This position may serve as acting Executive Director in the Executive Director's absence. This is an at-will position.

EDUCATION, EXPERIENCE AND TRAINING

A bachelor's degree in business administration, with a concentration in Human Resources or closely related field is required. A minimum of eight years of experience in the management of human resource is required. SHRM and/or HRCI certification is preferred. Strong communication skills in both verbal and written format. High level of proficiency with Microsoft Word, Excel, Outlook and PowerPoint. Strong organizational and analytical skills, and attention to detail. Strong interpersonal and problem-solving skills for employee relations and disciplinary administration. Must have a valid IL driver's license and provide own transportation.

Interested applicants should apply online at: <https://www.foxvalleyparkdistrict.org/about-us/employment/>