



Operations Manager

McHenry County Conservation District

Contact Name: Jenny Heider
Contact E-mail: jheider@mccdDistrict.org
Contact Phone: 815-451-8244
Closing Date: 2025-04-07
Salary: \$73,382-\$91,728 (DOQ)

Description:

STATUS: Full-time
LOCATION: Woodstock, IL

ABOUT US

The McHenry County Conservation District exists to preserve, restore, and manage natural areas and open spaces for their intrinsic value and for the benefits to present and future generations.

The District manages over 25,600 acres of diverse open land containing woodlands, prairies, wetlands, ponds, creeks, and rivers. It provides sites open to the public year-round featuring trails, picnic shelters, camp sites, fishing sites, and educational programs.

JOB OVERVIEW:

Step into a leadership role where your expertise will shape the future of our organization as well as the park sites and facilities our patrons have come to love in McHenry County. We're looking for a proactive Operations Manager to join our team where in this key leadership role, you'll oversee daily operations and drive strategic initiatives to ensure both the organization and department's success. Within this role, you will handle coordination of special projects as well as maintenance of all parks, buildings and equipment, fleet maintenance and management, and contract management.

The ideal candidate will be an individual with leadership experience, knowledgeable in park and building maintenance, and have administrative skills in managing park and building maintenance projects and processes. Bachelor's degree (B.A./B.S.) from four-year college or university in resource management, recreation and park administration, operations management, or a related field in the profession; a minimum of seven (7) years related experience in public agency maintenance work in a natural resource or park setting with five (5) years in a supervisory capacity; or equivalent combination of education and experience.

TENTATIVE SELECTION PROCESS

Initial Interviews: April 21 – April 25, 2025
Second Round Interviews: May 5 – May 7, 2025
Start date after June 16, 2025

CLOSING DATE: April 7, 2025

BENEFITS: As a full-time position, this position is provided with generous benefits including, but not limited to, insurance (medical, dental, vision, and life), holiday pay, paid time off, and IMRF pension.

APPLICATION: Applicant can locate full job description and online application at <https://mccdistrict.applicantpro.com/jobs/> .

Please note, as part of the application process the applicant is required to answer the following three (3) questions at the time of completing the application:

1. The Operations Manager oversees park, fleet, and building maintenance staff as well as supervisors, and an administrative assistant. Describe your leadership style and how you envision guiding subject matter experts to accomplish team goals and results.
2. What is your personal philosophy regarding parks and conservation? How do you integrate this philosophy into your work and decision-making processes to encourage site use while also ensuring the sustainability of natural resources?
3. This position manages parks and fleet operations as well as building maintenance repair, replacement, and renovation projects. Please describe your experience managing these projects, setting priorities, and achieving deadlines.

QUESTIONS: Contact HR at 815-451-8244.