



## **Director of Parks & Recreation**

Village of Villa Park--Parks, Buildings, Grounds and Fleet Department

**Contact Name:** Liz Scott

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**Contact Phone:** 630-592-6061

**Closing Date:**

**Salary:** \$134,418.78 + DOQ

### **Description:**

#### **DIRECTOR OF PARKS & RECREATION**

**Benefits:** In exchange for your time and talent, the Village of Villa Park offers a competitive benefit package that includes medical, dental, vision, paid holidays, paid vacation, sick leave, personal leave, floating holidays, Illinois Municipal Retirement Fund (IMRF) pension and more.

**Salary Range:** Grade 26 (minimum of grade \$134,418.78 - maximum of grade \$164,336.46 per year)

### **Definition and Purpose:**

Under the administrative direction of the Village Manager, the Director of Parks & Recreation is responsible for the acquisition, development and maintenance of all parks, recreation areas, landscaped areas and related facilities and buildings. The Director oversees the planning, development, coordination and implementation of a comprehensive program of community recreation, cultural, athletic, and social programs. This position requires significant community engagement, public involvement and collaboration across all Village departments.

### **Essential Job Functions:**

- Leads the operations of all activities pertaining to the parks and recreation divisions, including budgeting processes, capital projects, preventative maintenance, recreation programming, stewardship and development of assets, personnel, labor relations and customer service activities.
- Oversees all programming and activities within a brand-new Villa Park Community Recreation Center.
- Develops and maintains a workforce committed to, and with highly developed competencies in, customer service, results orientation, and teamwork; establishes and maintains a working environment conducive to positive morale, quality services, and innovation.
- Prepares annual budget recommendations including capital outlay requests; ensures effective and efficient use of budgeted funds, personnel, materials, equipment and facilities.

- Develops and recommends long range plans for recreation programs, parks, and facilities to accommodate Village growth, goals, and parks and recreation needs.
- Identifies needs for Capital Improvement Program projects and prepare CIP project plans designs and specifications.
- Oversees the development and implementation of department policies, procedures and fee schedules; evaluate equity and adequacy of policies on an ongoing basis; make revision recommendations as needed.
- Directs the development and execution of the strategic operating goals and objectives.
- Coordinates and cooperates with other Village departments and divisions in regard to operational needs, special projects and emergency conditions.
- Attends the Park and Recreation Advisory Commission and prepares annual report covering operation of the Department for review and approval.
- Coordinates building and facilities compliance with ADA requirements and liability prevention measures.
- Ensure compliance with labor agreements, village and department policies and state and federal laws and regulations.
- Serves on the Sugar Creek Golf Course Administrative Board and is Chairperson on alternating years.
- Serves on the Board of Directors for the Northeast DuPage Special Recreation Association.
- Responds to and resolves sensitive and difficult public inquiries and complaints.
- May be subject to emergency call-outs, and attending evening and weekend meetings or special events.
- Performs all other duties as assigned by the Village Manager.

#### **Required Experience and Education:**

- Bachelor's Degree in parks and recreation, public administration, program management or related field.
- Master's degree is preferred.
- Minimum of five years of progressively responsible experience in parks and recreation administration including three years in a senior management position.
- Any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position may be substituted for a bachelor's degree.
- Possession of a valid Illinois Driver's License, subject to a Driver's abstract review upon hire.
- Certified Park and Recreation Professional (CPRP) preferred.

#### **Supervisory Responsibilities:**

- Provides direct supervision to the Assistant Director of Parks & Recreation and Superintendent of Parks, Buildings, & Grounds. Indirectly supports all full-time, part-time, and seasonal recreation, parks maintenance, and facility maintenance staff.

#### **Knowledge, Skills and Abilities:**

- Thorough knowledge of the principles and methods of parks and recreation planning and development; knowledge of horticultural, arboricultural, turf management, park design and landscape design; knowledge of recreation, cultural, athletic, social and human service needs across all age groups; knowledge of organizational principals of administration, budgeting and personnel management; knowledge of Microsoft Office programs including Outlook, Excel, and Word; ability to quickly grasp and manage complex and technical issues in a fast-paced environment and in context of inter-related issues, systems, projects and strategies; ability to communicate effectively, both orally and in writing and the ability to make effective presentations; ability to properly interpret and make decision in accordance with appropriate laws, regulations and policies; ability to prepare detailed reports, plans and specifications and do reliable study and research as needed; skill in problem analysis and decision making, adaptability, and stress tolerance in a highly visible public environment; ability to develop and maintain effective working relationship with elected officials, employees, the general public, community groups, and vendors; ability to work effectively with a wide range of constituencies in a diverse ccommunity.

**To apply, please send cover letter and resume to [HR@invillapark.com](mailto:HR@invillapark.com)**