



## **Superintendent of Administration**

### **Des Plaines Park District**

**Contact Name:** Nicole Dale

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**Closing Date:**

**Salary:** \$88,000-\$92,000

#### **Description:**

Due to internal growth opportunities, we have an open position on our admin team!

**ABOUT US:** The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

#### **JOB IDENTIFICATION**

Job Title: Superintendent of Administration

Grade: 17

FLSA: Exempt

Department: Administration

#### **SUPERVISORY RELATIONSHIPS**

Reports to: Executive Director

Supervises: N/A

#### **BASIC FUNCTION:**

Under the direction and supervision of the Executive Director, the Superintendent of Administrative Services is responsible for oversight of the Park District's short-term and long-term plans, project management, grant administration, capital project management and risk management. This position will enhance the agency's ability to perform at a high level of efficiency and will also serve as the catalyst of innovation for the agency to maintain organizational excellence. In addition, handle projects assigned by the Executive Director, provide feedback on programs, and recommend process improvements to the Executive Director and Department Heads.

#### **ESSENTIAL DUTIES:**

**Project Coordination**

1. Directs internal cross-departmental working groups to develop and implement innovative ideas and special projects.
2. Coordinates special projects including identifying team members, budget needs, project time and ensuring timely completion.
3. Provides verbal and/or written reports communicating project progress, problems and solutions.
4. Ensures all project documents are properly archived following project completion and assist Director of Business with grant administration.
5. Monitors and reports on the effectiveness of new programs or projects.
6. Helps coordinate special events for the Park District, including but not limited to Fall Fest; attends special functions; and works with Department Heads to ensure all levels of detail have been done for special events.
7. Work on Customer Service Projects and will required at public speaking engagements.
8. Responsible for monitoring and tracking of Park District's accreditation efforts at both state and national levels; including agreements, ordinances, policies, manuals.

### **Board Relations**

1. Coordinates and prepares monthly Board packet.
2. Attends monthly Board meetings and prepares minutes.
3. Remains current with Board relations by keeping up to date on all communications between the Executive Director and the Park Board.
4. Stays educated and updated on Open Meetings Act and provides Board and Executive Director guidance on the rules associated with the Act.
5. Liaison to City and local elected officials in the absence of the Executive Director.

### **Public Relations**

1. Supports District operations by analyzing and interpreting complex or ambiguous data, and using independent judgment in order to complete develop recommendations, providing detailed program and data analysis, drafting reports and presentations for senior management and the Executive Director, working with department heads to review their specific needs related to data gathering and statistical reporting.
2. Researches best practices and industry trends to identify and recommend areas for improvement.
3. Researches innovative ideas inside as well as outside the park and recreation industry and analyze the applicability to the District and ease of implementation.
4. Coordinates research efforts within the Park District on a variety of topics centered on performance, capacity and innovation.

### **Risk Management**

1. Serve as the District's safety contact and Chairperson of the Risk Management Committee – prepare meeting agenda, materials and minutes
2. Coordinate Facility and Program Inspections, follow up with matters to be addressed.
3. Oversee the investigation and coordination of property, vehicle losses and workman's compensation claims with PDRMA
4. Track incidents and accidents to identify and address trending issues
5. Coordinate safety training for full time staff, assist supervisors with training of part time staff.
6. Prepare and monitor safety operation budget.
7. Manage PDMRA's loss control review.

### **Additional Essential Duties**

1. Assists the Executive Director in the day to day administrative operations of the District.
2. Assist Executive Director with projects that may include sensitive and/or confidential information.

3. Assists the Executive Director in the coordinating of Park District's short-term and long-term plans and ensure they remain updated and relevant.
4. Responsible for monitoring and tracking of Park District's accreditation efforts at both state and national levels.
5. Active Board Member of the Des Plaines Friends of the Parks 501 c 3 foundation.
6. Management of the Dual Agency Scholarship Program, Des Plaines Park District and Des Plaines Friends of the Parks
7. Active Member of the Employee Relations Committee
8. Performs other Park District-related functions as requested and may include filling in for vacant positions until filled.

## **OTHER DUTIES**

1. Prepares routine and special reports as directed by the Executive Director.
2. Attends special project meetings as necessary or requested.
3. Assists when needed with special projects and events.
4. Serves on assigned committees upon request.
5. Remains current in technologies essential for effective project development and management.

## **POSITION QUALIFICATIONS**

Education: Bachelor's Degree (4 year) in Accounting, Finance, Business, Recreation, or related field.

Experience: Minimum of five years of work experience in a related position, preferably in the recreation industry. Experience working with people in a team-oriented, collaborative environment. Previous experience and working knowledge of various database software is preferred. Knowledge and experience in Microsoft Office applications required.

Skills: Excellent strategic, operational, analytical, problem solving and technical skills. Must be proficient in MS Office, Adobe Acrobat, RecTrac, especially Excel. Must have excellent time management skills to manage multiple projects at any given time. Advanced planning skills and good written and oral communication skills are necessary. Possess the ability to create and maintain positive and effective working relationships. Ability to promote and foster high morale and enthusiasm and to solve problems and produce accurate work in a timely fashion.

Certifications: Valid driver's license. Certification in Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment. CPRP within one year of employment.

## **PERKS & BENEFITS: FULL TIME STAFF**

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts