



Director of Parks & Facilities

Buffalo Grove Park District

Contact Name: Scott Spitz

Contact E-mail: sspitz@bgparks.org

Contact Phone: 847-850-2143

Closing Date:

Salary: Starting Salary Range: \$120,000 - \$150,000 annually, depending on experience and qualifications

Description:

Position Overview

The Director of Parks and Facilities is a key leadership role responsible for the operations, maintenance, and stewardship of the Park District's outdoor spaces and facilities. The Director is accountable for the long-term care, maintenance, and development of the district's physical assets, with a strong focus on safety, sustainability, and operational quality. The Director oversees and leads a team of 21 full-time staff, ensuring that parks and facilities are well-maintained, accessible, and responsive to the evolving needs of the community. The Director supports the execution of capital improvement projects in close collaboration with the Planning Manager.

Key Responsibilities

- Oversee the day-to-day operations, maintenance, and long-term care of 400 acres of parks, natural areas, and nine facilities to ensure safe, accessible public spaces.
- Lead, mentor, and develop Parks Department staff while fostering a culture of accountability, teamwork, and high performance.
- Apply sustainability-focused practices across all park and facility operations, natural resource management, and project planning.
- Support capital project execution in coordination with the Planning Manager, particularly in preparation and onsite implementation and renovation projects.
- Develop, manage, and monitor operational budgets, procurement processes, and vendor contracts related to parks and facility services.
- Implement district-wide strategic and comprehensive goals in collaboration with the leadership team.
- Build strong partnerships with external stakeholders, including the Village of Buffalo Grove, community organizations, neighboring park districts, contractors, and the Environmental Action Team.
- Ensure compliance with safety protocols, risk management standards, and regulatory requirements.

Ideal Candidate

The ideal candidate is a strategic, collaborative, and experienced parks professional with a passion

for public spaces and community impact. They are a driven leader who can balance high-level planning with hands-on operational management. Key qualifications include:

- Bachelor's degree in Parks and Recreation, Public Administration, Landscape Architecture, or a related field; Master's degree or equivalent experience preferred.
- 5+ years of progressively responsible experience in park/facility operations, public works, or related areas.
- Proven leadership in supervising parks and maintenance staff, managing operations, and fostering a positive team culture.
- Experience with budgeting, procurement, and vendor/contract management.
- Familiarity with capital project coordination and the ability to manage both strategic and operational aspects of project execution.
- Knowledge of sustainable maintenance practices and natural resource management.
- Strong interpersonal skills, with the ability to build and maintain strong working relationships with internal teams, community partners, and local agencies.
- Clear understanding of safety, risk management, and regulatory standards.

Salary & Benefits Information:

Starting Salary Range: \$120,000 - \$150,000 annually, depending on experience and qualifications.

Benefits Provided:

- Medical Insurance (Blue Cross)
- Dental Insurance (Delta Dental)
- Vision Insurance
- Life Insurance
- Flexible Spending Account, Dependent Care Account, Commuter Account
- Post-employment healthcare account
- 457 account eligibility
- Generous paid time off benefits including paid parental leave
- IMRF Pension Eligibility upon hire
- Complimentary or discounted Park District Facility & Program benefits

Application Process:

Interested candidates should submit a cover letter and resume outlining their qualifications for the position to jobs@bgparks.org or apply through our website at bgparks.org. The application window will remain open until the position is filled. However, we encourage early applications to ensure timely consideration.

For more information, contact Scott Spitz, Superintendent of Human Resources & Risk Management at 847-850-2143.