



Deputy Director

Joliet Park District

Contact Name: Angie Boyce

Contact E-mail: aboyce@jolietpark.org

Contact Phone: 815-741-7275

Closing Date:

Salary: \$130,000-\$140,000 DOQ

Description:

FLSA Classification: Exempt, Full Time

Salary Range: \$130,000-\$140,000 DOQ

Benefits: A generous benefits package including medical insurance, dental insurance, vision insurance, and life insurance, pension (IMRF) plan, paid time off including vacation, sick and holiday pay, employee assistance program, fitness center membership and discounted facility and program costs.

Reports to: Executive Director

Date: July 2025

Summary

The Deputy Director oversees and is directly responsible for the daily operations of the Joliet Park District, including direct supervision of Directors and other staff as assigned by Executive Director. The Deputy Director works with the Executive Director to provide a wide range of quality parks, facilities, and recreational opportunities and services to the residents of the Joliet Park District. The Deputy Director position is designated as the successor to the Executive Director and may step in to fulfill the Executive Director's duties when needed.

Essential Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential duties.

- Directly responsible for all operations of the Joliet Park District
- Effectively implement policies and procedures as directed by Board of Commissioners
- Oversee entire Joliet Park District budget

- Review department financial reports on an ongoing basis
- Recommend new policies or changes to current policies to Executive Director
- Assist Executive Director with immediate and long term planning to meet community needs
- Attend administrative staff meetings to gain insight into District operations
- Develop and oversee employee evaluation process
- Monitor performance and complete evaluations for designated staff annually. Take appropriate disciplinary action as necessary.
- Communicate matters of District importance to the Executive Director.
- Prepare written/verbal reports as requested
- Assist Executive Director in studying the attitudes and interests of the community on issues of importance
- Assist Executive Director in establishing and maintaining cooperative relationships with local agencies
- Attend monthly regular Board Meetings and other special meetings as requested

Hours

Full time, exempt. May include days, evenings, holidays, and weekends. Typically, Monday through Friday 8:30am to 5pm.

Supervisory Responsibilities

Directors and other staff as assigned by the Executive Director

Work Environment

Employee's general work area indoors is a smoke-free environment with controlled temperature and fluorescent lighting. Employee may be exposed to noise distractions from employees or equipment operation in adjacent work areas. Employee may be required to work during various weather conditions, including cold and hot temperatures. Required to work extra hours to accomplish and complete high volume of work.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is occasionally required to stand; walk; sit; use hands to touch, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk and hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Education and Experience

- Bachelor's Degree in Recreation Administration or related field required
- Master's Degree preferred
- Minimum of five years of experience in the field with at least four years of responsibility as a department head or any equivalent combination of education, experience, and training preferred

- CPRP preferred

Additional Eligibility Requirements

- Must be at least 21 years of age
- Valid Illinois Driver's License and able to provide own transportation
- Current CPR/First Aid/AED certification or ability to obtain within six (6) months of hire date.

Affirmative Action/EEO Statement

The Joliet Park District is an Equal Opportunity Employer

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Interested applicants, please visit <https://jolietpark.org/employment> to apply