



Director of Parks and Planning

Wheaton Park District

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Closing Date:

Salary: \$106,489 - \$159,733, DOQ

Description:

The Agency

The Wheaton Park District (WPD) was established by the citizens of Wheaton in 1921 and has a rich history of elevating the quality of community life through its parks, facilities, programs and services. Today, citizens enjoy active and passive parks owned and leased by the district across fifty-four (54) sites totaling nearly 900 acres. Recreational facilities owned and/or operated by the District include the Ray Morrill Community Center, Parks Plus Fitness Center, Central Athletic Complex, Northside Park Family Aquatic Center, Rice Pool and Water Park, Arrowhead Golf Club, Lincoln Marsh Natural Area, Memorial Park Leisure Center and Bandshell, Clock Tower Commons Mini Golf Course and Skate Park, Cosley Zoo, and DuPage County Historical Museum. The Wheaton Park District is a recognized leader in the delivery of parks and recreation services in Illinois and is a four-time winner of the NRPA Gold Medal Award for excellence in the field of park and recreation management.

Our Mission, Vision & Core Values

Mission - To enrich the quality of community life through a diversity of healthy leisure pursuits and a heightened appreciation for our natural world.

Vision - We, the Wheaton Park District Team, commit to service excellence, financial stability, and an enriched quality of life for our stakeholders. We accomplish this through continuous improvement of people and systems while living our values.

Values - We adhere to the values of Integrity, Fun, Adaptability, Growth, Commitment, Kindness, and Service Excellence in everything we do.

Position Description and Key Responsibilities

The Wheaton Park District is seeking an experienced and visionary **Director of Parks and Planning** to lead and manage the planning, development, maintenance and long-term strategic direction of the community's parks, open spaces, recreational facilities, fleet, and related capital projects.

This is a key leadership position responsible for ensuring the preservation, enhancement, and

equitable development of our parks and facilities while aligning with community values and environmental sustainability.

- Research and evaluate alternatives for department operating procedures and projects including new trends, techniques, and products.
- Prepare and provide input for department and district goals, objectives, and budget.
- Facilitate all aspects of planning, maintenance and repair projects for the district as needed.
- Produce detailed calculations for manpower, materials and supplies needed for projects.
- Demonstrate knowledge of city/county ordinances, CPSC/ASTM playground safety guidelines, OSHA and ADA guidelines in implementing all major maintenance, repair and capital projects.
- Develop and implement short and long-range plans toward departmental goals and objectives.
- Evaluate and update projects in Capital Asset Replacement Fund (CARF) and the Equipment Replace Fund (ERF) to provide continuity of maintenance and budgeting and assist in establishing replacement values for all new capital assets as directed.
- Oversee the administration of capital grants from application through close out.
- Oversee the implementation of approved maintenance and repair contracts and capital projects.
- Implement ADA Transition Plan.
- Produce and review all division plans, specifications, bid documents and reports.
- Review and revise detailed construction drawings and project budgets before implementation.
- Oversee the implementation of capital projects by district staff and contractors assuring bid documents and budget compliance.
- Address the special needs of park users in the maintenance and repair of the district's parks and facilities.
- Seek, interpret and implement input from the public in the district's planning efforts and maintain a positive public relations image within the District and community.
- Present the District's point of view in a positive professional manner and represent the District and department on committees and community organizations.
- Maintain effective two-way communication with all staff, board, and the community.
- Submit and maintain accurate, up-to-date, and timely records and reports.
- Maintain computerized system for plans, documents, and files.
- Hire, train, manage, lead, coach, direct, schedule, discipline, motivate, evaluate, provide quarterly feedback, and recommend merit increases for assigned staff ensuring an effective and efficient department and successful District run in accordance with Department of Labor laws and District policies and procedures.

Reporting Relationships

The Director of Parks and Planning reports to Michael Benard, Executive Director. The Director of Parks and Planning frequently collaborates as a member of the Park District Senior Leadership Team. The Director of Parks and Planning has six (6) direct reports including Superintendents of Planning, Facilities and Maintenance, Trades and Events, Fleet Services, Forestry Grounds and Sports fields and an Administrative Services Manager.

Qualifications

- Bachelor's degree in park management, public administration, civil engineering, landscape architecture, construction management or related field. Master's degree preferred.
- A minimum of ten (10) years of successful and progressive related work experience in park operations, facility operations, public works or related field.
- Certification as a Park & Recreation Professional or Executive or related professional certifications preferred.

- Working knowledge and experience in construction management and capital project coordination. Trades experience preferred.
- Working knowledge of sustainable park and facility maintenance practices and natural resources management.
- Proven experience with budgeting, procurement and contract management.
- Proven experience and understanding of best practices in safety and risk management.
- Proven experience developing and implementing master and strategic plans.
- Must be able to lead, manage, motivate assigned staff and create a positive team culture.
- Must have superior problem solving, analytical, organizational, interpersonal, and written and verbal communication skills.
- Must be able to multi-task and work calmly and effectively under pressure.
- Must be familiar with Microsoft Office Suite. Strong computer literacy.
- Must maintain a valid driver's license.

Physical Demands

Must be able to: continuously remain in a stationary position for long periods of time with hand/arm/finger movements and use of eyes while using a computer. Occasionally position oneself to access file cabinets, move items such as file folders, office supplies, etc. weighing up to 10 lbs. and rarely over 50 lbs. with assistance, and must be able to move about the facility to access office equipment, etc., and able to frequently travel to other facilities and locations for meetings and events. Must be able to access remote natural areas.

Environmental Demands

Must be able to: work in a standard office setting. Must be able to tolerate all weather conditions while traveling to other facilities, parks, and locations. Occasionally will be exposed to fumes, chemicals, insects and bugs, pesticides, gases, odors, cleaning products, etc.

Compensation and Benefits

The Wheaton Park District offers a highly competitive compensation that is commensurate with a candidate's prior experience and accomplishments and has a very comprehensive and attractive benefits package.

Position Salary Range

Min Mid Max

\$106,489 \$133,111 \$159,733

Benefits

- Health (HMO or PPO), with very low employee contribution for employee, spouse, and dependents.
- 100% employer paid dental insurance for employee, spouse, and dependents.
- 100% employer paid vision insurance for the employee.
- 100% employer paid life insurance at 1.5 times your annual salary.
- Health insurance incentive up to \$4,500 per year.
- FSA and Dependent Care pre-tax via payroll deduction.
- Pension Plan through the Illinois Municipal Retirement Fund, including employer contributions.
- Paid time off includes 12 sick days per year, 12 vacation days, 2 personal days (pro-rated first year), 12 ½ holidays.

- Free use of fitness center, two pools, golf, and entrance to Cosley Zoo to employees and family members eligible for insurance coverage.
- Tuition Reimbursement, discounts on merchandise, and professional memberships.

To apply for this position go to: <https://wheatonparkdistrict.clearcompany.com/careers/jobs/33a58e11-e3c3-aa3e-891d-02e208a32095/apply?source=3467262-CS-26822>

The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V