



## **Performance & Strategy Specialist**

Park District of Oak Park

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**Closing Date:**

**Salary:** \$63000.00 - \$68000.00 Salary/year

### **Description:**

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### **Overview:**

The Performance & Strategy Specialist is a Full-Time Position. The hiring range is \$63,000 - \$68,000 Annually. Our benefits include medical, dental, vision, life insurance, flexible spending account, 457 plans(s), IMRF Pension, 10 days' vacation, 8 ½ holidays, 12 days of sick time and personal days. Free pool/rink and fitness center members and discount on programs.

### **Job Purpose:**

The Performance & Strategy Specialist is responsible for the management, quality, and interpretation of data used across the Park District. This role ensures data is accurately collected, maintained, and integrated into organizational dashboards. The analyst plays a critical role in analyzing participant demographics, program and facility usage, and other key performance indicators to provide actionable insights that support decision-making, marketing, and strategic planning. Additionally, the analyst will utilize secondary data, e.g., census data, etc. to aid in storytelling and communicating with our external stakeholders to help them understand how the park district services the community.

### **Essential Functions:**

- Maintain and oversee data sources used across the agency ensuring that inputs from multiple systems (e.g., recreation software, surveys, attendance systems, etc.) are clean, consistent, and accurate.
  - Identify data discrepancies and collaborate with departments to correct errors or gaps.
  - Remain current in technologies necessary for effective data collection and analysis.
- Lead the Park District's performance management system (MPower) including reviewing data, identifying trends, and posing questions associated with performance.
- Host quarterly MPower meetings to engage management staff in exploring key

performance indicators to assist in data analysis and interpretation.

- Analyze trends in program performance, participation, facility use, demographics, and other key performance indicators.
- Respond to internal requests for data and reports; assist staff in accessing and interpreting data relevant to their work.
- Translate data into meaningful narratives and visualizations that inform strategy, programming, marketing, and community engagement.
- Integrate and analyze secondary data sources (e.g., U.S. Census, IPRA benchmarking, community surveys, etc.) to add context to internal data and support community understanding.
- Provides verbal and/or written reports communicating project progress, problems and solutions.
- Coordinate research efforts within the District and externally on a variety of topics.

**Customers:**

Internal: Other Park District staff and Board members

External: Patrons of Park District of Oak Park, residents of Oak Park

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

The Park District of Oak Park is an equal opportunity employer!