



## **Executive Director**

### **Oswegoland Park District**

**Contact Name:** Keith Zalewski

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**Contact Phone:** 630-554-4430

**Closing Date:**

**Salary:** \$150,000-\$200,000

#### **Description:**

##### **Job Overview:**

The Executive Director serves as the leader of the Oswegoland Park District, guiding strategic planning, policy development, and day-to-day operations. This role involves recommending policies and budgets to the board, supervising department heads, and ensuring the effective delivery of recreation programs and services. The Executive Director also manages personnel practices, facility maintenance, and community engagement efforts to meet the evolving needs of the residents. Through financial planning, land acquisition, and public relations, the Executive Director ensures the district's long-term sustainability and responsiveness to the community.

#### **Essential Duties & Responsibilities:**

- Recommend policies, plans, programs and other information necessary for the board's decision-making functions.
- Review, analyze and make recommendations concerning all operational procedures.
- Direct all activities of the park district according to policies established by the board.
- Oversee the development of and recommend to the board the annual budget and appropriation ordinance and tax levy ordinance.
- Project financial needs and resources by reviewing and analyzing current fiscal conditions.
- Oversee continuing analysis of conditions, program trends and services of the park district to assure that the needs of community residents are effectively being met.
- Oversee the administration of all recreation programs offered by the park district.
- Evaluate the effectiveness of park district programs and services.
- Maintain open and effective relations with staff through staff meetings, training opportunities and sound personnel policies.
- Directly supervise and evaluate Department Heads and the Executive Assistant.
- Coordinate the development of sound personnel policies, salary and fringe benefit plans and fair employment practices.
- Work with Department Heads to determine current and future staffing needs.
- Oversee the maintenance of facilities to ensure that they are welcoming, secure, safe and hazard free.

- Actively pursue and make recommendations to the Board regarding the acquisition, development, and preservation of park land, facilities and natural areas for the use and enjoyment of citizens now and in the future.
- Strive to maintain good public relations through the distribution of pertinent information and effectively responding to citizen complaints and concerns.
- Strengthen and maintain partnerships with local and regional organizations to promote awareness, education, and support for effective open space, land management, and park district initiatives.
- Keep citizens informed of park district plans and programs, as well as issues affecting their neighborhoods by making presentations to local groups and organizations and distributing newsletters and other printed material to local neighborhoods.
- Actively participate in park district activities, community organizations and on committees of local governmental agencies.
- Recommend goals and objectives for the park district's operation and develop a strategy for achieving them.
- Conduct feasibility studies in relation to the master plan, the strategic plan and/or capital improvements.

### **Education, Experience, & Training:**

- Bachelor's degree in Park and Recreation Management, Business Administration, Public Administration, or a related field. A Master's degree is a plus.
- Minimum of 10 years of progressively responsible administrative experience in a park and recreation agency, park district, municipal department, or related field, including oversight of a large team of employees.
- Must possess a valid Illinois driver's license or have the ability to regularly travel between facilities.
- Certified Parks and Recreation Professional (CPRP) or Certified Parks and Recreation Executive (CPRE) designation preferred.

### **Knowledge, Skills, & Abilities:**

- **Leadership & Vision:** Ability to inspire and guide staff toward shared goals while maintaining a clear strategic direction for the organization.
- **Mentorship & Staff Development:** Skilled in coaching, empowering, and nurturing staff growth through regular feedback, training opportunities, and supportive supervision.
- **Emotional Intelligence:** Demonstrates empathy, patience, and strong interpersonal skills to foster a positive and inclusive work environment.
- **Decision-Making & Problem Solving:** Capable of making thoughtful, data-informed decisions with a steady hand, especially in challenging or high-pressure situations.
- **Communication & Collaboration:** Excellent communicator who builds trust through transparency, active listening, and consistent engagement with staff and stakeholders.
- **Organizational Management:** Deep understanding of public agency operations, budgeting, personnel policies, and program evaluation to ensure smooth and effective administration.

### **Benefits We Offer:**

- Medical Insurance, PPO or HMO
- Dental Insurance
- Vision Insurance
- Basic Life Insurance
- AFLAC
- Short- and Long-Term Disability (IMRF)
- Pension (IMRF)

- 457 Plan
- Paid Time Off

**How to Apply:**

To apply, please submit a resume, cover letter, two (2) letters of reference, and contact information for three (3) professional references by **Monday, October 20, 2025**. Application materials should be sent via email to Keith Zalewski at

kzalewski@oswegolandpd.org. Questions regarding the recruitment process may be directed to Jim Reuter, Interim Executive Director, or Keith Zalewski, Superintendent of HR & IT.

Jim Reuter, Interim Executive Director - jreuter@oswegolandpd.org

## Executive Director Brochure