



Superintendent of Human Resources

Arlington Heights Park District

Contact Name: Jason Myers

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Closing Date:

Salary: \$107,000-\$116,000 DOQ

Description:

Join Our Leadership Team!

Step into a leadership role at the third largest park district in the Chicagoland area! The Arlington Heights Park District is seeking an inspirational and dynamic professional to serve as our Superintendent of Human Resources. This is your chance to be the leader who drives our entire HR operation, shaping a positive and engaging employee experience across the District. You will oversee all critical aspects of Human Resources, Training and Risk Management. From strategic recruitment and managing competitive benefits to ensuring compliance and fostering our thriving organizational culture, this key leadership position is essential to the Arlington Heights Park District and our community!

The salary range for this position is \$101,254-\$140,631, with a hiring range of \$107,000-\$116,000 DOQ.

Job Description - Superintendent of Human Resource

JOB SPECIFIC INFORMATION:

- Lead and oversee all HR functions, including recruitment, onboarding, employee relations, and compliance.
- Administer employee benefits, retirement plans, and wellness programs with care and precision.
- Foster an inclusive, collaborative, and compliant workplace where employees feel supported and valued.
- Manage HR policies, training programs, and performance management systems.
- Guide supervisors and employees through workplace challenges with professionalism and empathy.
- Serve as the District's go-to resource for labor laws, HR best practices, and strategic planning.
- Collaborate with leadership to promote continuous learning, professional development, and engagement across all levels.

SKILLS AND QUALIFICATIONS

- Bachelor's degree in Human Resources, Organizational Development, or a related field (Master's preferred).
- 5+ years of demonstrated success in HR management.
- Deep knowledge of HR laws, compliance, benefits, and employee relations.

- Strong leadership, communication, and decision-making skills.
- A collaborative spirit and a genuine commitment to public service and employee well-being.
- Certifications preferred: PHR/SPHR or SHRM-CP/SCP and CPRP (or ability to obtain within 12 months).

Full-Time Benefits

BENEFITS WE OFFER

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and Floating Holidays)
- Childcare discounts
- Tuition Reimbursement
- Parental Leave
- Park District facility and program discounts for employees and their families

Apply here - <https://ahpd.bamboohr.com/careers/227>

AHPD OVERVIEW

The Arlington Heights Park District (AHPD) is a public park and recreation agency located in Arlington Heights, Illinois—one of the largest communities in Chicago's prestigious northwest suburban corridor. Our mission is to enrich the community by providing fun, accessible and impactful recreation and facilities for every age and season. However you choose to recreate, we have something for you. We aim to serve everyone equally and fairly across our 29 facilities—including five community centers with outdoor pools, Arlington Ridge Center, two tennis clubs, two public golf clubs, Lake Arlington, Arlington Heights Historical Museum, and Senior Center—and 58 parks across 716 acres of land. In our 95-year history, we have earned multiple distinctions recognizing our high-quality standards of excellence, including three National Gold Medal Awards, maintaining a Moody's AAA bond rating for nine years, and receiving multiple awards for fiscal responsibility.

The Arlington Heights Park District commits itself to diversity, equity, and inclusion to create a mutually respectful, multicultural, and equitable environment.