



Director of Human Resources

Skokie Park District

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Closing Date:

Salary: 100,000 - \$120,000 DOQ

Description:

The Director of Human Resources at Skokie Park District is responsible for leading and managing all aspects of the human resources function to ensure the effective and efficient operation of the district. This role involves strategic planning, policy development, and implementation of HR initiatives that align with the district's goals and objectives. The Director will serve as a key advisor to senior management on HR-related issues, fostering a positive work environment and promoting a culture of continuous improvement and employee engagement.

Key Responsibilities:

- Develop and implement HR strategies and initiatives aligned with the overall business strategy of Skokie Park District.
- Oversee the recruitment and selection process to ensure the district attracts and retains high-quality talent.
- Manage the district's compensation and benefits programs, ensuring they are competitive and cost-effective.
- Develop and implement training and development programs to enhance employee skills and career growth.
- Ensure compliance with all federal, state, and local employment laws and regulations.
- Oversee employee relations, including conflict resolution, disciplinary actions, and performance management.
- Lead the development and implementation of HR policies and procedures to ensure consistency and fairness across the district.
- Serve as a trusted advisor to senior management, providing guidance and support on HR-related matters.
- Manage the HR department's budget and resources effectively to maximize efficiency and impact.
- Conduct regular assessments of HR practices and processes to identify areas for improvement and implement necessary changes.
- Foster a positive and engaging work environment that supports employee satisfaction and retention.
- Collaborate with other departments to support organizational goals and initiatives.

Required Education:

Bachelor's degree in Human Resources, Business Administration, or a related field. A Master's degree in Human Resources or an MBA is preferred.

Required Experience:

- A minimum of at least five (5) years of experience in human resource management that includes risk management and benefit administration.
- Proven track record of developing and implementing HR strategies that align with organizational goals and enhance employee engagement and performance.
- Experience in managing a diverse HR team and fostering a collaborative and inclusive work environment.
- Demonstrated experience in handling complex employee relations issues and conflict resolution.
- Experience working in a public sector or park district environment is highly desirable.

Required Skills and Abilities:

- Strong leadership skills with the ability to inspire and motivate a team towards achieving strategic objectives.
- Excellent communication and interpersonal skills, with the ability to effectively interact with all levels of the organization.
- Comprehensive knowledge of employment laws, regulations, and best practices in human resources management.
- Ability to develop and implement HR policies and procedures that promote a positive organizational culture.
- Strong analytical and problem-solving skills, with the ability to make data-driven decisions.
- Proficiency in HR software and systems, with the ability to leverage technology to improve HR processes.
- High level of integrity and confidentiality in handling sensitive HR matters.
- Exceptional organizational and time-management skills, with the ability to manage multiple priorities and projects simultaneously.

** This job falls in paygrade FT13. The target hiring range for this position is \$100,000 - \$120,000 per year depending on qualifications.

A link to our full-time wage scale can be found here:

<https://www.skokieparks.org/full-time-wage-scale/>

Additionally, a list of our benefits for staff can be found here:

<https://www.skokieparks.org/employee-benefits/>

<https://www.skokieparks.org/assets/1/6/SPD-InternalBenefitsChart-20251.pdf>

To apply, submit your cover letter, resume, and application here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=187323&clientkey=F5399E13078DE94BE9A1121375B92420>

At the Skokie Park District, we believe in fostering a workplace where everyone feels valued, respected, and empowered. We are proud to be an Equal Opportunity Employer and welcome people of all backgrounds, experiences, and perspectives. We are committed to creating a diverse and inclusive environment where all employees can thrive. We encourage applicants of all races, genders, ages, abilities, and identities to apply and join our team.