



Director of Operations & Planning

Oswegoland Park District

Contact Name: Keith Zalewski

Contact E-mail: kzalewski@oswegolandpd.org

Contact Phone: 630-554-4430

Closing Date:

Salary: \$100,000-\$115,000 (DOQ)

Description:

JOB SUMMARY:

This position provides executive leadership over the District's planning, capital development, and operational functions, including parks and park maintenance, facilities maintenance, natural areas, and fleet operations. Reporting directly to the Executive Director, the Director of Operations & Planning oversees assigned operating and capital budgets, coordinates long-range and capital improvement planning, and ensures the effective maintenance and stewardship of District assets. The Director serves as a key advisor to Executive Director and the Board of Commissioners, leading strategies that expand and enhance the District's park system, facilities, and infrastructure to meet evolving community needs.

EDUCATION, EXPERIENCE, & TRAINING:

- Bachelor's degree in park management, landscape architecture, engineering, turfgrass management, forestry, horticulture, business administration, public administration, or a related field; Master's degree preferred.
- Minimum of three (3) years of professional experience in parks, recreation, facilities, public works, or a related field, plus five to eight (5–8) years of progressive leadership and supervisory experience overseeing multiple operational divisions and multimilliondollar operating and capital programs.
- Certified Park and Recreation Professional (CPRP) preferred.
- Experience working with boards, elected officials, community stakeholders, and intergovernmental partners.
- Valid Illinois driver's license.

KNOWLEDGE, SKILLS, & ABILITIES:

- Demonstrated ability to lead, mentor, and manage diverse teams across multiple operational areas.
- Comprehensive knowledge of park operations, maintenance practices, natural resource management, facilities management, fleet operations, and safety regulations.
- Strong strategic, analytical, and financial management skills, including budgeting, capital planning, and performance monitoring.

- Excellent verbal and written communication, presentation, and interpersonal skills; ability to engage effectively with staff, the public, community stakeholders, and elected officials.
- Working knowledge of applicable laws, codes, and regulations, including Illinois Park District Code, public bidding requirements, and prevailing wage standards.
- Familiarity with landscaping, maintenance, and fleet equipment to support operational oversight and ensure safe and efficient practices.
- Proficiency in Microsoft Office Suite, GIS software, CAD, and financial management systems.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide strategic leadership and direct oversight of planning, capital development, parks and park maintenance, natural areas, facilities maintenance, and fleet operations.
- Supervise assigned staff and departmental leadership, establishing performance expectations, accountability standards, and professional development opportunities.
- Develop, administer, and monitor assigned operating and capital budgets, including forecasting, performance tracking, and corrective management as needed.
- Organize and coordinate the District's Capital Improvement Program, including 3-, 5-, and 10-year planning projections.
- Lead short- and long-range planning efforts, including comprehensive and master planning initiatives.
- Direct land acquisition strategy and administration, including negotiation, due diligence, and tax exemption filings.
- Oversee all phases of park and facility development projects from concept through design, bidding, construction, and final acceptance.
- Prepare or oversee cost estimates, financial analyses, and capital planning documentation.
- Collaborate with Finance on bond planning, bond expenditures, and financial reporting requirements.
- Identify, prepare, and administer grant applications, required presentations, and post-award compliance documentation.
- Negotiate, administer, and monitor contracts with consultants, contractors, and service providers in accordance with procurement policies, prevailing wage requirements, and applicable statutes.
- Work collaboratively with developers, consultants, attorneys, municipalities, school districts, and other governmental agencies regarding park planning, land dedication, and intergovernmental initiatives.
- Prepare comments and recommendations related to municipal development review processes and represent the District at public meetings as necessary.
- Ensure all District parks, facilities, natural areas, and infrastructure are maintained in safe, functional, and high-quality conditions.
- Prepare reports and present recommendations to the Executive Director and Board of Commissioners.
- Perform other duties as assigned.

BENEFITS:

- Medical, Dental, and Vision Insurance
- Medical & Dependent Care FSA
- Basic & Voluntary Life Insurance
- IMRF Pension
- AFLAC Plans
- 457 Retirement Plan
- Vacation, Personal, and Sick Time
- Paid Holidays
- Employee Wellness Programs and Incentives

- Employee Recognition Programs
- Discounts at our Golf Course
- Season Passes to our Aquatic Center
- Free or Discounted Prices for our Fitness & Special Event Programs

HOURS:

The Director of Operations & Planning generally works a standard 40-hour work week, Monday through Friday. Some evenings or weekend hours may be required to attend meetings, public engagement events, site visits, or other operational needs. Flexibility during regular business hours is essential for coordination with staff, vendors, contractors, community partners, and government agencies.

HOW TO APPLY:

Please apply to this job using our careers page at:
<https://oswegolandparkdistrict.bamboohr.com/careers/95>