



Parks and Recreation Director

Village of Lake in the Hills

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Closing Date: 2026-07-20
Salary: \$136,726 - \$150,398

Description:

Summary

Provides leadership, direction, and general administrative oversight to the Parks and Recreation Department. Manage employees responsible for the development, maintenance and operation of the Village's park system grounds and structures, preservation of open spaces and scenic environments, and the provision of recreational activities and services to citizens of all ages. Work involves significant community engagement and public involvement with elected officials, other policy makers, and citizens. Serves as a member of the Village's senior management team and collaborates with Administration and other Village departments on strategy and policy to ensure that the Village's mission and core values are incorporated into operational activities and services.

Please click [here](#) to view the detailed recruitment profile for this role.

Essential Functions

- **General Management:** Plans, organizes, directs, controls, and evaluates the work of the Parks and Recreation Department. Oversees the management of the day-to-day administration of the Department, including budget, contract management, capital projects, on-going maintenance, recreation, personnel and labor relations, and customer service activities. Coordinates the Department's activities with those of other Village departments to ensure a consistent approach towards common projects and interests and cost-effective delivery of services.
- **Strategic Planning:** Works with the Parks and Recreation Board, elected officials and other agencies or managing consultants to develop master plans and long-range plans for the acquisition, development and maintenance of Village parks and recreational facilities. Facilitates and promotes ongoing research into new approaches, technologies and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives more efficiently.

- **Policy Development:** Develops, recommends, and oversees the administration of Parks and Recreation Department policies and guidelines. Provides for staff support of the Parks and Recreation Board, coordinating work plans and staff assignments to facilitate efficient and meaningful public involvement and policy direction. Maintains currency of policies and practices within the organizational needs of the Village as well as with applicable federal and State laws and Municipal Code.
- **Personnel Management:** Develops and maintains a results-oriented workforce committed to, and with highly developed competencies in, customer service and teamwork. Effectively recommends hiring, transfer, promotion, and discipline of employees in the Parks and Recreation Department. Provides training, motivation, performance evaluation and development, and accountability of Department employees. Establishes and maintains a working environment conducive to positive morale, quality services, and innovation. Provides for training in, promotion of, and accountability for safe work practices and working conditions for employees. Ensures compliance with Village-wide and Department policies and state and federal laws and regulations.
- **Program Development and Project Management:** Oversees all Parks and Recreation programs and projects for the Village. Develops value-based recreational programming to improve the physical, mental and social well-being for all residents. Coordinates programs, activities and special events with other Village departments, local and regional agencies, and citizen groups to ensure that programs and activities are in place to meet the needs of all segments of the community. Participates directly in the planning and development of significant projects such as those involving multiple jurisdictions and long-term implementation; ensures these are consistent with the Village's goals and objectives.
- **Fiscal and Business Management:** Ensures the financial well-being of the Department by establishing cost control measures and monitoring all fiscal operations of the Department. Prepares annual budget and justifies budget requests and amendments. Projects and procures revenues and funding for the work of the Department including management of grants and accessing federal and State funding sources. Ensures the efficient and economical use of departmental funds, manpower, materials, facilities, and time.
- **Marketing and Communications:** Leads the development and implementation of revenue generating marketing campaigns for facility and recreation programming. Oversees the development and distribution of newsletters, brochures and related marketing material. Ensures Village programs are effectively promoted and inclusive of the community.
- **Environmental Stewardship:** Responsible for the protection of the Village's parks. Maximize the public's enjoyment and use of park lands in harmony with environmental protection and stewardship. Works under applicable federal and State regulation and protection measures for protection of natural resources such as streams and forestland. Knowledge of landscape architectural design principles is a plus.
- **Safety:** Responsible for managing the Village's health, safety and environmental compliance issues by assessing, identifying and correcting potential risks that may cause safety and security concerns for employees and visitors to Village property.
- Other duties as assigned

Minimum Required Qualifications

- Bachelor's Degree in Parks and Recreation Administration, Landscape Architecture, or related field. Master's degree preferred.
- Eight (8) years of progressively responsible parks and recreation experience, with a minimum of five (5) years in a supervisory role or any combination of education and experience that provides equivalent knowledge, skills and abilities.

- Certified Parks and Recreation Professional (CPRP) is preferred, as well as active membership in a Parks and Recreation Association (NRPA/IPRA, etc.)
- Municipal experience is preferred.

Physical and Work Environment

- Work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- This work involves occasional lifting of up to 50 pounds within a limited range for access to storage boxes.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has some exposure to environmental conditions.
- Work is generally in a moderately noisy office setting and outdoor setting.