



Superintendent of Administration

Des Plaines Park District

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Closing Date:

Salary: \$92,045-\$95,000

Description:

To apply, please visit dpparks.org and click on the Jobs link.

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION:

Job Title: Superintendent of Administration

Grade: 17

FLSA: Exempt

Department: Administration

SUPERVISORY RELATIONSHIPS:

Reports to: Director of Administration & HR

Supervises: Part-Time Inclusion Staff

BASIC FUNCTION:

Under the direction and supervision of the Director of Administration & HR, the Superintendent of Administration is responsible for oversight of the Park District's risk management, board relations, ADA compliance, short-term and long-term plans, grant administration and project management. This position will enhance the agency's ability to perform at a high level of efficiency and will also serve as the catalyst of innovation for the agency to maintain organizational excellence. In addition, handle projects assigned by the Executive Director, provide feedback on programs, and recommend process improvements to the Executive Director and Department Heads.

ESSENTIAL DUTIES:

Risk Management

1. Serve as the District's safety contact and Chairperson of the Risk Management Committee – prepare meeting agenda, materials and minutes.
2. Coordinate Facility and Program Inspections, follow up with matters to be addressed.

3. Oversee the investigation and coordination of property, vehicle losses and workman's compensation claims with PDRMA.
4. Track incidents and accidents to identify and address trending issues.
5. Coordinate safety training for full time staff, assist supervisors with training of part time staff.
6. Prepare and monitor safety operation budget.
7. Manage PDMRA's loss control review.

ADA Compliance & Program Inclusion

1. Serve as the District's ADA Compliance Officer and primary point of contact for disability-related inquiries, complaints, and accommodation requests.
2. Liaison to SRA and attend SRA member agency meetings as needed.
3. Review and reconcile SRA invoicing.
4. Oversee the hiring, onboarding, training and evaluation of inclusion staff.
5. Assess participant support needs and determine appropriate accommodations, adaptive equipment, and support services.
6. Collaborate with program staff to develop individualized inclusion plans for participants with disabilities.
7. Conduct accessibility assessments of facilities, parks, programs, services, websites, and communications.
8. Evaluate programs and special events to ensure accessibility and inclusive participation opportunities.
9. Develop and deliver ADA, accessibility, disability awareness, and inclusion training for employees, supervisors, volunteers, and seasonal staff.
10. Develop and plan budgeting needs for special recreation, inclusion services, and ADA capital projects and equipment purchases.

Board Relations

1. Coordinate and prepare packets and supplementary documentation for all regular and special meetings of the Park Board..
2. Attend all regular and special meetings of the Park Board. Prepare minutes.
3. Ensure all Park District postings stay in compliance with the Open Meetings Act. Including timely posting of documentation to web site and facilities.
4. Remain current with Board relations by keeping up to date on all communications between the Executive Director and the Park Board. Support Park Board members as requested by the Executive Director.
5. As the designee, stays educated and updated on Open Meetings Act and provides Board and Executive Director guidance on the rules associated with the Act.

Public Relations

1. Support District operations by analyzing and interpreting complex or ambiguous data, and using independent judgment in order to develop recommendations, providing detailed program and data analysis, drafting reports and presentations for senior management and the Executive Director, working with department heads to review their specific needs related to data gathering and statistical reporting.
2. Research best practices and industry trends to identify and recommend areas for improvement.
3. Research innovative ideas inside as well as outside the park and recreation industry and analyze the applicability to the District and ease of implementation.
4. Coordinate research efforts within the Park District on a variety of topics centered on performance, capacity and innovation.

Project Coordination

1. Directs internal cross-departmental working groups to develop and implement innovative ideas and special projects.
2. Coordinates special projects including identifying team members, budget needs, project time and ensuring timely completion.
3. Provides verbal and/or written reports communicating project progress, problems and solutions.
4. Ensures all project documents are properly archived following project completion and assist Director of Business with grant administration.
5. Administer and oversee compliance with the Illinois Grant Accountability and Transparency Act (GATA) requirements.
6. Track, monitor, report, and ensure compliance with grant projects and administration.
7. Monitors and reports on the effectiveness of new programs or projects.
8. Helps coordinate special events for the Park District, including but not limited to Fall Fest; attends special functions; and works with Department Heads to ensure all levels of detail have been done for special events.
9. Responsible for monitoring and tracking of Park District's accreditation efforts at both state and national levels; including agreements, ordinances, policies, manuals.

Additional Essential Duties

1. Assist the Executive Director in the day to day administrative operations of the District.
2. Assist Executive Director with projects that may include sensitive and/or confidential information.
3. Assist the Executive Director in the coordinating of Park District's short-term and long-term plans and ensure they remain updated and relevant.
4. Provide backup support for the preparation, processing, and distribution of bi-weekly payroll.
5. Liaison of the Des Plaines Friends of the Parks 501 c 3 foundation.
6. Serve as a Notary Public for the District; obtains and maintains notary commission as required.
7. Management of the Dual Agency Scholarship Program, Des Plaines Park District and Des Plaines Friends of the Parks.
8. Tracking and preparing donation requests.
9. Serves as the chairman of the Environmental Committee (Green Team) and oversees the District's Environmental Plan.
10. Active Member of the Employee Relations Committee.
11. Performs other Park District-related functions as requested and may include filling in for vacant positions until filled.

OTHER DUTIES

1. Prepares routine and special reports as directed by the Executive Director.
2. Attends special project meetings as necessary or requested.
3. Assists when needed with special projects and events.
4. Serves on assigned committees upon request.
5. Remains current in technologies essential for effective project development and management.

POSITION QUALIFICATIONS

Education: Bachelor's Degree (4 year) in Accounting, Finance, Business, Recreation, or related field.

Experience: Minimum of five years of work experience in a related position, preferably in the recreation industry. Experience working with Special Recreation Associations preferred. Experience working with people in a team-oriented, collaborative environment. Previous experience and working knowledge of various database software is preferred. Knowledge and experience in Microsoft Office applications required.

Skills: Excellent strategic, operational, analytical, problem solving and technical skills. Must be proficient in MS Office, Adobe Acrobat, RecTrac, especially Excel. Must have excellent time management skills to manage multiple projects at any given time. Advanced planning skills and good written and oral communication skills are necessary. Possess the ability to create and maintain positive and effective working relationships. Ability to promote and foster high morale and enthusiasm and to solve problems and produce accurate work in a timely fashion.

Certifications: Valid driver's license. Certification in Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment. CPRP preferred.

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts

DISTRICT BENEFITS:

- All recreational and revenue facilities at no charge during active employment, including dependents
- Rent meeting/party spaces for 75% off the resident rate; revenue facilities will be at a 25% discount
- No charge for general programs/pre-registration (some exclusions apply)
- 50% discount on camps/leader programs at resident rates, does not include trips/contractual programs.
- Contractual classes/programs at a discounted rate
- 25% discount for One-on-One Classes
- 25% discount on Artistry In Motion, Jr. Warrior Basketball, Lady Warrior Basketball, and Warrior Swim team.
- Special Events free with preregistration. Ticketing for attendance as required.
- All golf facilities at no charge including Golf Center Golf Course, Lake Park, and Mountain View Adventure Center