



## Superintendent of Parks Skokie Park District

**Contact Name:** Lynn Seebacher

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**Closing Date:**

**Salary:** \$93,000 - \$110,000 hiring range depending on experience and qualifications

### **Description:**

Due to the upcoming retirement of the incumbent, the Skokie Park District is seeking to hire the position of Superintendent of Parks. This position reports to the Executive Director and oversees a full-time staff of 19 along with part-time and seasonal staff. The approximate start date for the position will be late May, 2019. Learn more about our District by visiting [www.skokieparks.org](http://www.skokieparks.org).

### **POSITION QUALIFICATIONS:**

The ideal candidate will possess:

- Bachelor's degree in Parks Management, Parks and Recreation or a related field
- Minimum of eight (8) years of progressive experience in the development, care and maintenance of parks and recreation facilities
- Minimum of five (5) years supervisory and leadership experience of full-time and seasonal staff
- CPRP or CPRE preferred
- Must be able to obtain and keep current CPR/AED certifications
- Must possess a valid Illinois Drivers' License

**Other Qualifications:** Must possess strong interpersonal, leadership, organizational, communication and customer service skills. Must possess a strong attention to detail to ensure all parks division personnel are operating to the District's standards. Must be able to pass a pre-employment physical, drug test, Illinois Drivers' License record check and criminal background check.

### **POSITION DUTIES:**

The Superintendent of Parks is responsible for the administration, management, operations, planning, organization, staffing, supervision, evaluation and budgeting of all aspects of the Parks Division's operations. Directs and administers a comprehensive maintenance program for the 43 parks, multiple buildings and recreational facilities operated by the District. Directly supervises the Parks Supervisor,

Landscape Supervisor, Operations Supervisor and Parks Division Office Manager; indirectly supervises all other Park Services staff. Develops and administers the annual Parks Division, Building Improvement and Vehicle Replacement budgets. Assists the Executive Director in the development of the District's Comprehensive Master Plan.

Responsible for planning, coordinating and management of internal and contracted projects and construction throughout the District including pool and recreation center construction and park and playground renovations. Acts as construction manager and is responsible for record keeping and documentation of all construction work; approves pay requests. Utilizes a computerized maintenance work order system - MAIN-TRAC to assign work. Responsible for the procurement and bidding of supplies, materials, equipment and contractual services. Creates bid documents. Serves on the District's Safety Committee; performs accident and incident investigations. Performs other duties as assigned. The complete job description is available upon request.

Hours: This position generally works Monday through Friday, 7 AM to 3:30 PM with some occasional weekend special event duties and responsibilities.

To Apply: Complete online employment application, the link is below:

<https://www.applitrack.com/skokieparcs/onlineapp/JobPostings/view.asp?AppliTrackJobId=434>

Please attach cover letter and resume to online application.

The Skokie Park District is an equal opportunity employer.