



Executive Director

Crete Park District

Contact Name: Linda Johnson
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Closing Date: 2020-09-25
Salary: Shall commensurate with experience

Description:

CRETE PARK DISTRICT EXECUTIVE DIRECTOR

The Village of Crete is a community rather unique to the Chicago metropolitan area. Located just 30 miles south of the Loop in Will County, Crete has maintained its small-town charm while with nearly 8,500 residents. Crete Park District follows the Village boundaries and has over 130 acres of beautiful parks, lush natural preserved areas, bike and pedestrian trail, skate park, ballet studio, along with outstanding softball/soccer fields. Crete Park District budget is 1.2 million with 6 full-time employees.

All applications must apply by submitting a current resume and 3 letters of recommendation to Board President, Linda Johnson at ljohnson@cretepark.com. Please mark the subject line as Executive Director Search.

Crete Park Mission Statement:

The mission of Crete Park District is to enrich the lives of individuals and families in the community through the provision of services, facilities and programs which improve the quality of life for residents of Crete and surrounding areas.

General Definition of Work:

Performs complex professional work managing the District's Parks and Recreation programs, personnel and facilities, and related work as apparent or assigned. Departmental supervision is exercised over all personnel within the District.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions:

Directs the general administration of the department; makes recommendations for the district's vision and direction; collaborates with subordinates and administers direction.

Prepares, administers, coordinates and monitors budget, revenues and expenses; manages preparation of bid specifications, purchasing, research, and makes recommendations; provides direction to staff in spending practices and overall budget practices.

Manages Crete Park District staff, including hiring and disciplinary action recommendations. Details in coaching, mentoring, team building, counseling, scheduling; makes recommendations for staff additions or reductions, daily direction, and serves as a positive role model.

Provides goal setting, both short and long range, policy development, implementation and administration for the department; communicates closely with the Village of Crete personnel to support community issues and direction.

Collaborates with staff to guarantee the District's Mission is accomplished, and to ensure the well-being and needs of the staff, residents and businesses are met; communicates effectively with staff and board members; resources are used efficiently and effectively, and the future of the Park District's vision is achieved through proper planning and technology innovations.

Serves as the Crete District Park liaison in working with the community in coordinating efforts and fostering partnerships with area organizations, public agencies and businesses.

Coordinates the design, acquisition, planning and construction of parks and facilities; applies for and administers grants.

Knowledge, Skills and Abilities:

A broad knowledge of principles and methods of park and recreation planning and development; ability to assume management responsibility of all parks related facilities.

Establishes and maintains effective working relationships with governmental officials, volunteers, community groups, associates and the general public. Cooperates with and interprets recreational philosophies to said groups.

Plans, organizes, coordinates and directs the activities of personnel involved in a well-rounded recreation program; ability to communicate complex ideas effectively, both orally and in writing; ability to prepare and present detailed reports.

Education and Experience:

Bachelor's degree required with coursework in parks and recreation, or a related field. Experience managing parks and recreation operations and personnel. NRPA Certified Park and Recreation Professional certification preferred.

Physical Requirements:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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