



## **Director of Parks & Planning**

### **Glencoe Park District**

**Contact Name:** Lisa Sheppard

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**Closing Date:**

**Salary:** Salaried, \$115,000+/- DOQ

#### **Description:**

Wage: Salaried, \$115,000+/- DOQ. We offer a highly competitive salary and benefit package, including flexible work arrangements, generous vacation and sick leave, IMRF pension, and excellent health insurance options.

District Information: The Glencoe Park District is a Distinguished Accredited Agency and a National Gold Medal Agency going through an exciting period of reinvigoration of our parks and facilities and is seeking the ideal candidate to lead our Parks and Planning Team.

We are seeking a self-motivated professional with strong leadership skills, ability to build positive relationships, provide excellent customer service, and communicate effectively to a wide array of audiences. The candidate must enjoy working in a team environment, exhibit good problem-solving and organizational skills. Must also exhibit the desire to deliver high-quality services.

Education/Experience: A minimum of five years of experience as a parks and facilities professional with supervisory experience of full-time staff in a public recreation setting is desired. A bachelor's degree from an accredited institution in Parks and Recreation Administration, Natural Resources, Business, Turf, Horticulture or in a related field is required. Must have excellent verbal and written communication skills.

Duties: The Director of Parks and Planning is responsible in managing both indoor and outdoor public facilities, playground safety and maintenance, and procurement processes including sealed bids, RFP, and RFQ. Responsible for playground/park development, construction management, grant writing, coordination of work with contractors and architects. Develop plans and cost analysis for the development and improvements of parks. This position plans and organizes a comprehensive park maintenance program for all buildings and grounds.

The position is also responsible for hiring, training, and leading highly motivated employees in the department who are committed to striving for the highest level of customer service. Responsible for board and community presentations, written reports, budget development, and asset management. Regular interaction with the community, board members, employees, cooperative agencies, vendors and consultants.

The position functions as the co-safety coordinator for the district and the ADA coordinator.

Certifications: CPRP and Certified Playground Safety Inspector preferred. Selected candidate without this certification will be asked to attend trainings and obtain certifications during the first two years of

employment. A working knowledge of Microsoft Office is needed. All necessary trainings and certifications will be part of continuing education and will be paid for by the park district. A valid driver's license is required.

Hours & Days: Hours may vary but normal hours are Monday through Friday. There are two evening meetings per month this position is expected to attend, a board committee and a board meeting held on the first and third Tuesdays of the month and occasional community meetings in the evening.

Send resume to Lisa Sheppard, [lsheppard@glencoparkdistrict.com](mailto:lsheppard@glencoparkdistrict.com) or via our website, [www.glencoparkdistrict.com](http://www.glencoparkdistrict.com)