

Norridge Park District
Job Description
Executive Director

SUMMARY

The Executive Director is the chief administrative officer of the Park District and is responsible for the implementation of District policies and the overall management of the District's park and recreation system. The primary function of the Executive Director is to carry out the District's statutory responsibilities and to enact and follow the policies adopted by the District's Board of Commissioners. S/he shall be the administrative head of all department heads and divisions of the District, in regard to recreation programming, personnel management, facility development, and business management. The Executive Director shall be the official intermediary for all communications between the employees of the District and the Board. The Executive Director reports directly to the Board of Commissioners.

SUPERVISION EXERCISED

The Executive Director directly supervises the Superintendent of Recreation, Superintendent of Parks, Business Manager, Administrative Services Manager and the Superintendent of Early Care & Preschool and indirectly supervises all other Park District employees.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

1. GENERAL ADMINISTRATION

- Directs the activities of the District in accordance with the Illinois Park Code and the policies established by the Board.
- Recommends policies, plans and programs, and provides the Board with information necessary to the Board's policy-making functions.
- Supervises the provision of a broad program of recreation that meets the needs and desires of community residents.
- Organizes and supervises an efficient administrative organization for the District.
- Develops, reviews, analyzes and implements operational procedures required to effectively manage day-to-day operations and implement Board approved policies.
- Oversees the development and maintenance of all District parks and facilities to meet the needs of the community.
- Oversees the development and operation of the revenue facilities of the District.

2. PLANNING

- Oversees the recommended goals and objectives for the District's operations; and develops strategies for achieving these goals and objectives.
- Is aware of and represents the District in all matters pertaining to zoning changes, land development and related concerns which affect the District's current and future interests.
- Makes recommendations to the Board concerning land acquisition and facility development.

3. FINANCE

- Develops and recommends to the Board a yearly working budget, appropriation ordinance, prevailing wage ordinance and tax levy ordinance following a specific timeline.
- Exercises sound fiscal management by reviewing and analyzing current fiscal conditions and projecting financial needs and resources.
- Plans and coordinates efforts to receive federal, state and local funds to assist the District's operation.
- Supervises the preparation of requests for grants from various state and federal programs related to parks and recreation.

4. PERSONNEL

- Conducts staff meetings, establishes staff training programs, supplies the staff with significant information from professional and technical publications, and explains and interprets Board policy to staff, all to the end of enhancing staff capabilities and maintaining open and effective staff relations.
- Acts as the official means of communication between the employees of the District and the Board.
- Directly supervises and evaluates the Superintendent of Recreation, Superintendent of Parks, Administrative Services Manager, Superintendent of Early Care & Preschool and the Business Manager on an annual basis.
- Selects or assists in the selection of administrative and supervisory personnel.
- Works with the Board and department heads in determining current and future staffing needs and appropriate personnel organization.

5. PUBLIC RELATIONS

- Maintains good relations with the public, accurately represents to the Board the needs of various groups within the community, and develops, maintains and supervises an effective program for handling citizen complaints and inquiries.
- Develops and maintains a comprehensive marketing program to promote the District's image, parks, facilities, programs and special events.
- Acts as the representative of the District in providing information to the news media in supplying information to the public concerning Board policies.
- Ensures that District staff members have the ability to provide and understand the importance of maintaining courteous relations with the public.
- Promotes greater understanding and support of District activities by participating and representing the District at various governmental, civic and community functions.

6. LEGAL

- Becomes thoroughly familiar with the Illinois Park Code and District policies, as well as other federal, state, and local statutes and ordinances, both existing and proposed, which affect District operations.
- Establishes a program of efficient intergovernmental cooperation, and maintains continuing cooperative relationships with staff and appointed and elected officials of other governmental units.
- Works with the District's attorneys in conjunction with Board established policies, procedures and directives in handling of the District's legal matters.

OTHER RESPONSIBILITIES

Other job related duties as assigned by the Board.

PHYSIOLOGICAL REQUIREMENTS

1. Ability to handle pressure from being held responsible for the District's daily operations, financial accountability, and personnel of the District.
2. Ability to handle questions, complaints and concerns from the public and from employees in a professional manner.
3. Ability to work with co-workers on a cooperative basis.
4. Ability to manage crisis situations.
5. Ability to drive to required meetings, workshops and District facilities.

ENVIRONMENTAL REQUIREMENTS

1. Ability to perform responsibilities indoors and outdoors.
2. Ability to perform his/her duties in various lighting, temperature and weather conditions.

COGNITIVE REQUIREMENTS

1. Ability to follow direction given by the Board and complete responsibilities as described.
2. Good analytical skills, problem-solving ability, and overall good judgment in completing responsibilities.

MANDATORY QUALIFICATIONS

1. Excellent organizational skills and ability to show high level of performance.
2. Knowledge of fiscal procedures and budgetary planning.
3. Knowledge of efficient personnel management techniques.
4. Skill in oral and written communications
5. Computer fluency and working knowledge of basic accounting software.
6. Ability to work with minimum supervision.
7. Ability to perform duties with substantial initiative and creativity.
8. Ability to perform duties with sound judgment, persistence, integrity, tact and courtesy.
9. Ability to communicate and work effectively with the public, media, the Board and District staff.
10. Skill to evaluate the District's programs and operation.
11. Ability to get others to accomplish tasks, move in a certain direction or influence their direction of thought.
12. Commitment to and passion for parks and recreation.
13. Ability to attend meetings, workshops, and conferences during non-business hours.
14. Possession of valid Illinois driver's license.
15. Submit to and successfully pass a criminal background check.

DESIRED QUALIFICATIONS

1. Certified as a Park and Recreation Professional with the National Recreation and Park Association and the Illinois Park and Recreation Association.
2. Working knowledge of rules, regulations, and ordinances pertaining to recreation programs and facilities.
3. Ability to understand the recreation needs of the community and to formulate programs designed to meet those needs.
4. Thorough knowledge of the theory and philosophy of recreation and the ability to interpret this philosophy to others.
5. Ability to develop, organize and direct a comprehensive community recreation program.
6. Ability to develop, organize and direct a program of acquisition, construction and maintenance of park areas and facilities.

EDUCATION AND EXPERIENCE REQUIREMENTS

A bachelor's degree from an accredited college or university with major course work in business management, public or business administration, parks and recreation administration, or a closely related field of study is required. At the discretion of the Board, however, a comparable amount of directly related experience will be considered as a substitute for the minimal educational requirements. The Director must have at least five years of related experience in an upper level management/administrative position, preferably in the field of parks and recreation. The Director must have certification status as a Parks and Recreation Professional in accordance with the standards of the IAPD/IPRA and NRPA (or obtain such certification within one year of commencing employment with the District) and maintain such certification throughout employment with the District.

The Norridge Park District is an Equal Opportunity Employer