



DEPUTY EXECUTIVE DIRECTOR
Glenview Park District, Glenview, Illinois

The Glenview Park District (population 56,000) is one of the most unique park districts in Illinois. Located 20 miles northwest of downtown Chicago, the Glenview Park District employs 110 full time employees plus 750 seasonal and part-time employees. The Park District has a \$26 million operating budget plus a current capital budget of \$6 million and debt service budget of approximately \$4 million. The District enjoys a Aaa bond rating from Moody's Investor Services. Numerous recreational facilities include a 170,000 square foot community center which features an indoor pool, full service fitness facility, gymnasiums, senior center, preschool, dance and arts studios, banquet facilities and several multipurpose rooms; two outdoor pool complexes; an indoor ice skating facility; one 18 hole golf course with full service restaurant/banquet facilities; a 9 hole golf course with paddle tennis courts; indoor tennis facility; the Grove outdoor history and nature museum; the historic Wagner Farm; an educational building showcasing green technology; several field houses and other facilities; plus 26 parks encompassing 850 acres of parkland.

The Executive Director is seeking a highly qualified Deputy Executive Director to assist with the overall management of the District and in setting and communicating the District's culture, goals and priorities. The Deputy Executive Director reports directly to the Executive Director and also works closely with the Board and Division Superintendents. The Deputy Executive Director is directly responsible for overseeing and managing the Administrative Operations division, one of four major divisions of the organization. The Administrative Operations division provides accounting, payroll, financial reporting, human resource, technology and risk management services to the District. The Deputy Executive Director has direct supervisory responsibility for three department managers and indirect supervisory responsibility for additional dozen full time staff and part time staff. The Deputy Executive Director is also responsible for the coordination of resources, projects, policies and procedures across divisions and monitors District-wide activities for compliance with applicable rules, laws and procedures. The District seeks an individual with a proven track record in the management and operation of a complex multi-faceted organization having diverse business needs. Excellent leadership, strong management skills and the ability to work in partnership with all areas of the staff is essential. Knowledge of human resources and public accounting and finance as well as demonstrated oral and written communication abilities are required. The successful candidate will possess a bachelor's degree in parks and recreation administration, public or business administration or related field. A Master's degree is highly desirable. Candidates should have a minimum of ten years of increasingly responsible management and operations experience. Starting Salary range: \$105,000 -125,000 +/- (DOQ) plus excellent benefits, negotiable dependent on qualifications and experience. Submit résumé, cover letter with salary history and five references to our online application system by February 13, 2017 to Terry Porter or Steve Scholten at www.govhrusa.com/current-positions/recruitment .

The Glenview Park District is an equal opportunity employer. Visit the Park District website at www.glenviewparks.org