

Executive Recruitment for

**GLENVIEW PARK DISTRICT
GLENVIEW, ILLINOIS**

GovHR USA, LLC is pleased to announce the recruitment and selection process for the Deputy Executive Director for the Glenview Park District. This brochure provides background information on the Park District and the qualifications the Park District is seeking in the next Deputy Executive Director. The current position will be open resulting from the upcoming retirement of the current Deputy Executive Director who is retiring after serving the District for the last 18 years. Candidates interested in applying for the position should apply as early as possible as but no later than February 13, 2017 with their résumé, cover letter and salary history along with contact information for five work related references to GovHRUSA.com/current-positions.

Terrence Porter, Vice President
Stephen Scholten, Vice President

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Formal applications should be submitted to:
www.govhrusa.com/current-positions/recruitment



DEPUTY EXECUTIVE DIRECTOR

ANNOUNCEMENT AND PROFESSIONAL SUMMARY

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.

PARK DISTRICT BACKGROUND AND OVERVIEW

The Glenview Park District is a nationally recognized, award winning park district located in a prestigious northern suburb of Chicago known for excellent schools, beautiful neighborhoods and proximity to Lake Michigan. Established in 1927 as a separate taxing district with a directly elected Board of seven commissioners, the Glenview Park District has distinguished itself as one of the premier park and recreation organizations in the country. The District's array of facilities and programs has earned it two National Gold Medal Awards for Excellence in the Field of Parks and Recreation Management in the national competition approved by the National Recreation and Park Association and the Sports Foundation, Inc. These awards cite the District's "continued pursuit of excellence" and the "professionalism which distinguishes its management". The District is one of a select few Illinois

park districts with a Aaa bond rating and has continually been awarded the Government Finance Officers Association's "Certificate of Excellence in Financial Reporting". The District is well known for its intergovernmental cooperation, public engagement and civic involvement.



PARK DISTRICT FACTS

Boundaries: The District's current boundaries encompass 17 square miles. The present Park District boundaries include the entire Villages of Glenview and Golf and portions of the Villages of Northbrook, Northfield, Niles, Skokie, Morton Grove and Des Plaines, as well as a number of unincorporated areas.

Population: The population of the Glenview Park District is approximately 56,000 residents.

Real Estate: Equalized Assessed Valuation of \$2,399,671,912 (Tax year 2015)

Land Owned and Leased: The District offers approximately 850 acres of owned and leased land available for active and passive recreational opportunities.

Governance: The District is governed by an elected seven-member Board of Park Commissioners, each of whom is elected on an at-large non-partisan basis. Board members serve a six-year term without compensation. Officers of the Board are elected by the Commissioners themselves. The Board maintains final responsibility for all budgetary, taxing and debt matters of the District. The Executive Director, appointed by the Board, carries out Board policies and administers the day-to-day operations of the District.

Staff: The District has approximately 110 FT Staff. Approximately 1/3 are directly involved in providing recreational programs and activities, 1/3 provide maintenance to buildings and grounds and 1/3 provide services for general park district operations including

administration, IT, Human Resources, Marketing, Accounting, Payroll, Registration, Customer Service and Risk Management. The District also employs over 750 part time and/or season positions every year. The District supplements its staff with approximately 800 dedicated volunteers who donate their time and provide an important part in augmenting its workforce.



Facilities:

- ◆ **Park Center**, the District's 170,000 square foot community building includes a fitness center club with an indoor track, an indoor aquatic complex, large and small gymnasiums, senior center, banquet facility, preschool wing, a cultural arts wing, general program space and a 10,000 square foot healthcare facility operated by North Shore University Health Systems.
- ◆ **Glenview Park Golf Club**, a 110-acre, 18-hole golf course with a restaurant offering daily food service and a banquet facility
- ◆ **Glenview Prairie Club**- a 39 acre, 9-hole golf course with a clubhouse with 4 platform tennis courts plus food and beverage offerings
- ◆ **Glenview Ice Center**, an indoor ice center with a full size 85 foot by 200 foot rink (plus an instructional rink) with a concession area and spectator seating for 800 persons
- ◆ **Glenview Tennis Club**, an 8-court indoor tennis facility with exercise room
- ◆ **Roosevelt and Flick Pools**, two outdoor aquatic complexes
- ◆ **The Grove**, a 123-acre nature preserve of woods, ponds and trails with an interpretive center, an archives building, The Redfield Estate and Pavilion which is available for rentals, four restored buildings including a replica of a school that served the area in 1853 all of which form this National Historic Landmark



- ◆ **Wagner Farm**, an 18.8-acre farm dating from the 1840's and converted into a demonstration working farm with exhibits and classrooms for educational purposes and includes milking demonstrations, a replica of a general store, community gardens, an ice cream parlor and is home to the Glenview Farmer's Market
- ◆ **Evelyn Tyner Center and Kent Fuller Air Station Prairie**, a 3,000-square foot educational building which is a showcase for green technology situated on a 32.5- acre native prairie
- ◆ **Schram Memorial Museum**, the former navy chapel of the Glenview Naval Air Station used for general program space and available for rentals
- ◆ **Dog Park**, a 6-acre fenced in facility with water fountains, a shelter and separate areas for large and small dogs
- ◆ **Field Houses**- 13 field houses used for camps, other District programs and available for private rentals

Parks: 26 parks including playgrounds, sports fields, outdoor tennis and basketball courts, disc golf, bocce ball courts, outdoor ice rinks, sled hills, skate parks, sand volleyball, pickle ball, walking and biking trails, outdoor splash pad, fishing.

Programs and Services: The District provides a full range of diverse activities and services all year round. Major recreation program areas include youth and adult sports, arts, theater and dance programs, preschool programs, swimming, tennis, golf, platform tennis, senior programs, day camps, special events, birthday parties, trips, environmental education, historical interpretive activities, facility/room rentals, food and beverage services.

Fiscal Year Budget: The fiscal year begins May 1 and ends April 30. The 2016-2017 fiscal year budget is \$ 36 million (approximately \$26M for operating expenses, \$6M for capital, and \$4 M debt payments).

Foundations: The Glenview Park District has two 501c3 organizations: Glenview Park Foundation (with its subsidiary Friends of Wagner Farm) as well as the Grove Heritage Association.

Industry Affiliations: The Glenview Park District is affiliated with the Illinois Park and Recreation Association (IPRA), the National Recreation and Park Association (NRPA), the Illinois Association of Park Districts (IAPD), the Park District Risk Management Association (PDRMA) and the Northern Suburban Special Recreation Association (NSSRA).

GLENVIEW PARK DISTRICT MISSION AND VISION

Mission: To provide quality recreational programs, facilities and open space.

Vision: The Glenview Park District promotes enriching and enjoyable recreation experiences that benefit individuals, families, and the community as well as the natural environment.



DEPUTY EXECUTIVE DIRECTOR ROLE AND RESPONSIBILITIES

- ◆ Reporting directly to the Executive Director, works closely with the members of the Board of Park Commissioners, members of the Senior Leadership Team, District Attorney and Treasurer and employees at all levels of the organization.
- ◆ Directly responsible for overseeing and managing the Administrative Operations division, one of four major divisions of the organization. The Administrative Operations Division encompasses the following departments and responsibilities:
 - ◇ Business Services Department: Consolidated District budget and appropriations, financial planning, analysis and reporting, financial audits, accounts payable/accounts receivable, treasury functions, investments, general ledger structure and maintenance, fixed assets, bond issues and compliance, registration data base
 - ◇ Human Resource/ Risk Management Department: Job analysis & job descriptions, recruitment & selection, compensation & benefits, training & development, employee relations & investigations, performance management, disciplinary actions & terminations, HR audit & control measures and legal compliance. Also includes payroll, safety and risk management, workers compensation and property and liability insurance claims.
 - ◇ Information Technology Department: Purchase, installation, maintenance and troubleshooting computer hardware and peripherals, software, telephone systems, copiers, security cameras, audio and visual equipment and digital signage; provides network administration, capacity planning, internal web hosting; provides technology solutions to meet business needs and develops, prioritizes and implements technology solutions, plans and projects.
- ◆ Assists with the overall management of the District and in setting and communicating the District's culture, goals and priorities.
- ◆ Assists with the development and implementation of strategies to address critical issues.
- ◆ Direct supervisory responsibility for three department managers and indirect supervisory responsibility for additional dozen full time staff and part time staff.
- ◆ Responsible for the coordination of operations, resources, projects, and procedures across divisions.
- ◆ Writes District-wide policies and procedures.
- ◆ Develops long range financial plans and funding sources for capital projects
- ◆ Monitors District-wide activities for compliance with applicable rules, laws and procedures.
- ◆ Serves as the District's Freedom of Information officer, representative to the Park District Risk Management Agency (PDRMA) and authorized agent for the Illinois Municipal Retirement Fund



DEPUTY EXECUTIVE DIRECTOR CANDIDATE QUALIFICATION CRITERIA

The following education, experience, and traits have been identified as *ideal* attributes for the Deputy Executive Director to possess to function effectively in the position. The starting salary for the position is \$105,000-\$125,000+/- depending upon qualifications and experience.

The District seeks an individual with a proven track record in the management and operation of a complex multi-faceted operation having diverse business needs. The successful candidate will be a strategic, innovative and global problem solver with excellent leadership, organizational and management skills. The individual will project a strong professional presence in appearance, actions, and personal demeanor; be politically astute yet completely non-political and non-partisan in behavior and actions. The individual will demonstrate personal, professional, and organizational integrity, managing by example and conducting all personal and professional interactions fairly, honestly and ethically. The individual will be able to create an environment where staff members are completely comfortable seeking out the Deputy Executive Director to discuss potentially difficult situations or problems. The District is seeking an articulate and effective communicator, both orally and in writing who is comfortable listening to and talking with a variety of people. Exceptional interpersonal skills and the ability to work in partnership with the Board of Park Commissioners, all levels of staff, attorneys, other government jurisdictions, affiliated organizations and the community at large is essential.

- ◆ Bachelor's degree in parks and recreation, public/business administration, public policy, urban management, finance or related field. Master's degree in public administration or business administration strongly preferred.
- ◆ At least ten year's progressively responsible experience and a record of achievement in an organization of similar complexity to the Glenview Park District, or an equivalent combination of training and experience.
- ◆ Experienced in municipal finance and financial reporting, capital project financing, bond issuance and compliance, budgeting, long-range planning and revenue generating opportunities; Strong financial analytical skills.
- ◆ Highly skilled in human resource management and related legal matters.
- ◆ Knowledgeable in the use of technology to solve business needs and experienced in selecting, planning, testing and implementing software applications



- ◆ Knowledge of proactive safety, risk management and insurance protocols.
- ◆ Knowledge of Park District Code and related state and local statutes
- ◆ Proven record of implementing cost effective and efficient operational policies and procedures and managing large-scale projects.

BENEFITS OFFERED

The Glenview Park District offers a comprehensive benefit package including competitive salary and paid time off, generous employer-subsized group medical and vision plans, employer paid group life insurance, a defined benefit pension plan through the Illinois Municipal

Retirement Fund, medical and dependent care flexible spending accounts, professional development opportunities, free or reduced fee use of park district facilities for both the employee and family members, an employee assistance program and a park district car.

OPPORTUNITIES AND CHALLENGES

The next Deputy Executive Director can expect to work closely with the Executive Director and Members of the Park Board on a wide variety of issues and projects, some of which are highlighted below:

- ◆ Development of long term financial strategies related to property taxes, the upcoming end of the tax incremental financing district, need for large scale capital replacements and funding for capital development projects aligned with our District Strategic and Master Plan.
- ◆ Development and integration of user friendly financial reporting and forecasting that will allow for effective decision making.
- ◆ Planning and developing a business model for the future of our indoor ice center.
- ◆ Succession planning and organizational structure analysis
- ◆ Implementation of a comprehensive master plan and strategic plan.
- ◆ Distinguished Agency accreditation from Illinois Association of Park Districts and CAPRA accreditation from the National Recreation and Park Association



Glenview Park District Organizational Chart

