



PARK DISTRICT OF HIGHLAND PARK, ILLINOIS

DIRECTOR OF HUMAN RESOURCES
AND WORKFORCE DEVELOPMENT



Executive Recruitment



Park District of Highland Park

The Park District of Highland Park is looking for an experienced forward-thinking HR leader with technical proficiency in labor laws and their administration, project management skills, attention to detail and the ability to develop a strong and efficient HR team. This position creates a human resources vision, develops and executes strategy and sets goals and priorities to improve operational efficiencies and inspire a healthy work culture, attracting, developing and retaining talented team members and promoting inclusivity throughout the agency. The successful candidate will continuously demonstrate excellent communication and interpersonal skills, integrity, confidentiality, and judgment that inspires trust and builds positive relationships throughout the organization.

The City of Highland Park

Highland Park is a suburban city located in the Lake County, Illinois, about 25 miles north of downtown Chicago and nestled along beautiful Lake Michigan for nearly five miles, in the heart of the North Shore. Metra train stations and Pace bus stops located throughout the city make Highland Park easily accessible. Over 30,000 residents and 900 businesses are proud to call Highland Park home.

Overview

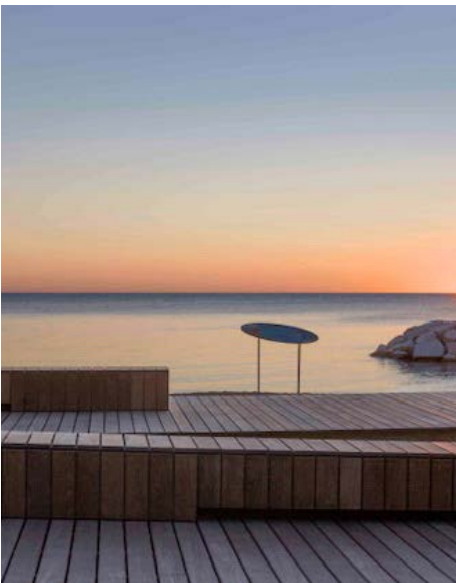
The District's mission is to enrich community life through healthy leisure pursuits and an appreciation of the natural world. Founded over a century ago, it is one of the oldest park districts in Illinois. The Park District of Highland Park operates and manages nearly 800 acres of land including over 250 acres of natural areas, 44 park areas and offers over 3,000 recreational and seasonal programs. Facilities include an indoor ice and gymnastics arena, indoor tennis club, recreation and fitness center, nature center, 18-hole golf course and golf learning center, mini golf course, early childhood enrichment center, aquapark, swimming beach, dog beach, boat launch ramp and yacht club on Lake Michigan.

The Park District is governed by a five-member elected Board of Park Commissioners. Members serve without compensation and are directly responsible to the electorate. Commissioners serve staggered terms of six years with elections every two years. The Board establishes policy and strategic direction, creates ordinances that govern the District, appoints Board officers, Executive Director, Park Board Attorney and Auditor. The Board meets on the fourth Tuesday of each month and holds a workshop (meeting of the whole) on the second Tuesday of each month.

The Executive Director is appointed by and responsible to the Board of Commissioners for the day-to-day administration of the District. The District has over 100 full-time employees, roughly 250 year-round part-time employees and more than 300 seasonal employees

Funding for the Park District primarily comes from a combination of property taxes and user fees. Approximately 6% of the total resident property tax is paid to the Park District of Highland Park, which is a separate taxing entity. Taxes provide about 50% of the park district's annual operating budget of more than \$20 million. The balance of income is derived from user fees, admissions, rentals, sales. Grants, donations and endowments for special projects provide another source of revenue.





Director of Human Resources and Workforce Development Position

The Director of Human Resources and Workforce Development reports to the Deputy Director; serves on the senior management leadership team and is responsible for directly supervising 2 full-time positions: the Manager of Human Relations, Employee Development and Safety and the Payroll and HRIS Coordinator in the District-wide management and administration of human resources activities. Major areas of responsibility include: workforce strategy development and deployment, employee relations, performance management, recruitment, on boarding, training and retention; personnel policy development; HRIS and records management; benefits administration; legal compliance and auditing; compensation and payroll. This position also oversees the development, implementation and management of the district's safety program including injury/illness prevention, safety audits, loss control, policy and procedure development and regulatory compliance.

The ideal candidate will demonstrate the following competencies:

- **Job Expertise:** Knowledge of employment regulations, reporting and compliance, employee relations, recruitment, performance evaluation, performance management, employee benefits, compensation and payroll, safety regulations, best practices in HR and Risk Management and policy and procedure development.
- **Leadership:** Leads by example, demonstrates high ethical standards, remains humble, visible and approachable, interacts with others throughout the organization on a regular basis, promotes a cooperative work environment, provides motivational support, mentoring, guidance and champions development opportunities for employees, maintains confidentiality and builds trust.
- **Vision/Strategic Thinking:** Supports, champions, and ensures alignment with the organization's vision and values, keeps abreast of trends related to areas of responsibility, understands how an organization must change in light of internal and external trends and influences.
- **Collaboration:** Develops networks and builds positive relationships with board members, peers, and employees at all levels within the organization, other HR and Risk Management professionals and strategic business partners such as the Park District Risk Management Agency (PDRMA).
- **Communication:** Effectively conveys information and expresses thoughts and facts clearly, orally and in writing, demonstrates effective use of listening skills, displays openness to other people's ideas and thoughts.
- **Decision-Making:** Identifies and understands issues, problems, and opportunities, uses effective approaches for choosing a course of action or developing appropriate solutions.
- **Initiative:** Exhibits resourcefulness toward meeting job objectives, anticipates problems, is proactive, and avoids difficulties by planning ahead, displays willingness to assume extra responsibility and challenges.
- **Management:** Evaluates and sets priorities, sets clear goals. Demonstrates flexibility to adjust priorities and change direction as needed.
- **Political Skill:** Understands the principles of good governance and the roles of board members and staff. In providing direction and guidance, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization. Understands the need to also look at issues from community members' perspective.
- **Tech Savvy:** Embraces the use of technology to streamline operations, increase efficiency and create user friendly processes.



Education And Experience

Bachelor's degree from an accredited college or university with a major in Human Resources, Business Administration, Public Administration or closely related field, preferred. At least 7 years experience in human resources management and 3 years experience supervising full-time employees or equivalent combination of education and experience. Related professional certification preferred, such as PHR or SHRM-CP.

Compensation

The hiring range for this position is \$121,000 to \$131,000. The Park District of Highland Park also provides an excellent benefit package, including health, dental, vision, defined benefit pension plan and a voluntary retirement plan.

To Apply

Apply immediately online to www.GovHRjobs.com with your resume, cover letter, and contact information for five professional references. This position is open until filled with a first review of applications on March 13, 2023.

The Park District of Highland Park is an Equal Opportunity Employer.

