



GLEN ELLYN
PARK DISTRICT

GLEN ELLYN PARK DISTRICT, ILLINOIS EXECUTIVE DIRECTOR



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The Glen Ellyn Board of Park Commissioners seeks to hire an Executive Director who can further develop a positive culture, demonstrate high ethical standards, promote a cooperative work environment and a customer service mindset, provide motivational leadership, and champion the professional development of staff.

The successful candidate will be approachable, regularly engage with members of the community and build positive relationships with board members, strategic business partners, other taxing bodies, Park District staff and the community-at-large.

The new Executive Director should have experience leading an organization of similar complexity and possess a broad range of experience with the diverse types of services, programs, and facilities that the Glen Ellyn Park District offers. Reporting to the seven-person elected Board of Park Commissioners, the Executive Director will implement and administer the policies adopted by the Board.

The ideal candidate will instill a shared organizational vision and values, keep abreast of industry trends, and understand how internal and external influences may necessitate organizational growth and change. The successful candidate will possess the communication skills and judgment necessary to clearly convey information orally and in writing, and to make a logical and effective presentation of complex issues and concepts.

The successful candidate will possess active listening skills that display a sincere openness to other people's thoughts and ideas. The new Director will also be a decision-maker who uses research-based critical-thinking skills to choose a course of action or set goals.

This recruitment is being conducted on a local, regional, and nationwide basis, encouraging applications from all individuals who meet the qualifications. All inquiries relating to the recruitment and selection process for the Executive Director position are to be directed to the consultants listed below who are working with the Glen Ellyn Park District and its designated Search Committee.

Steve Scholten, Charles Balling, or Joe DeLuce Consultants
GovHR USA
630 Dundee Road, Suite 225
Northbrook, IL 60062
TEL: 847-380-3240 Ext.130

Formal applications should be submitted to:
www.govhrjobs.com





ABOUT THE GLEN ELLYN PARK DISTRICT

Glen Ellyn Park District, Illinois (population served 37,500)

Located in west suburban DuPage County, the Glen Ellyn Park District has served the community of Glen Ellyn for over 100 years, and incorporates parts of Lombard, Glendale Heights, Carol Stream, and Wheaton. Residents choose Glen Ellyn for the small-town feel, picturesque, vibrant downtown, civic-minded community members, some of the best schools in the state, and the incredible Park District.

Glen Ellyn residents have easy access to all the Chicago amenities with a short drive or quick train ride into the city. Known as the "Village of Volunteers," Glen Ellyn Park District employees and residents alike take immense pride in the community and all that Glen Ellyn Park District offers, and proudly say there is "Always Something Happening in Glen Ellyn!"



HISTORY AND BACKGROUND

The Glen Ellyn Park District was formed in 1919 after the proposal to establish a park district was submitted to voters thanks to the progressive views of Glen Ellyn residents. It is a special district of local government with its own taxing authority and financial and legal responsibilities. The District is governed by seven elected residents who reside within the boundaries of the Park District and give their services to the community for four-year terms. The Glen Ellyn Board of Park Commissioners meets twice each month to conduct the business affairs of the District.

The Executive Director will carry out policies and programs as adopted by the Board and is responsible for overseeing recreation programming, personnel management and development, facility development, parks operations and business operations. The Glen Ellyn Park District employs 34 full-time employees (eight current direct reports to the Executive Director) and more than 465 part-time, seasonal, and temporary workers.

HISTORY AND BACKGROUND

(continued)

The Glen Ellyn Park District owns and manages 29 park sites with stewardship of more than 300 acres of land, including 21 playgrounds, 18 multi-use athletic fields, 10 outdoor hardcourt tennis courts, two clay tennis courts, six pickleball courts, 7.5 basketball courts, a nine-hole disc golf course, an outdoor fitness area, and a skate park. In winter, outdoor ice skating is available on both District's lakes and at the pop-up Polar Plaza synthetic skating rink and curling lanes. Additionally, the Glen Ellyn Park District offers a variety of recreation facilities to address the wide-ranging and diverse needs of the community, including the Ackerman Sports & Fitness Center, Main Street and Spring Avenue Recreation Centers, Platform Tennis Center, Sunset Pool, Holes & Knolls Miniature Golf Course, Maryknoll Splash Park, and the historic Lake Ellyn Boathouse.

As part of a successful \$15.9 million referendum in 2022, additional amenities are coming to the District. Planned referendum projects taking place from 2023–2025 include Sunset Pool improvements, Ackerman Sports & Fitness Center improvements (including the addition of a new gymnastics center), and improvements to three parks (Babcock Grove, Churchill, Lake Foxcroft). An undeveloped parcel of land will also be developed with planned improvements including six pickleball courts, raised community garden plots, and an outdoor education classroom.

Additionally, the District recently entered into an agreement with the Village of Glen Ellyn to partner on a downtown park/event space and to take over management of two additional Village-owned outdoor spaces, Panfish Park and Glen Ellyn Manor Woods, and is in a temporary partnership to manage rentals for the Village-owned Civic Center gymnasium.

The Glen Ellyn Park District provides a wide variety of recreational and leisure programs and events each year targeting families and residents of all ages. The District seeks to provide equitable and engaging recreation and educational programs for early childhood, youth, adults, and active older adults (ages sixty and older) in areas including cultural arts, sports, camps, nature, fitness, racquet sports (tennis, platform tennis, and pickleball), and swim lessons. The District also offers a Preschool Education Program and before and after school care. Glen Ellyn Park District offers more than 100 special events annually including four run/walk races, a large-scale Parks Foundation fundraiser, and a wide variety of other offerings. The Glen Ellyn Park District is a member of the West Suburban Special Recreation Association, dedicated to serving individuals with disabilities.



HISTORY AND BACKGROUND

(continued)

The Glen Ellyn Park District has an operating budget of approximately \$12,000,000 with property tax revenue making up 45% of the total budgeted revenue. The District is limited by Illinois laws in its ability to raise funds for operations and capital repairs, replacements, and improvements. The District is committed to seeking alternate forms of revenue through grants, sponsorships, and donations, to provide additional updated, quality recreational opportunities for the community while minimizing the impact on taxpayers.

The Glen Ellyn Park District has earned the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association every year since it began applying in 2008. The District has healthy reserves and an AA+ bond rating.

The Glen Ellyn Park District has earned several awards including the Sunshine Award for online transparency in 2013. The District was also a finalist for the National Gold Medal Award from the National Recreation and Park Association/American Academy for Park and Recreation Administration in 2003, 2004, and 2010.

OPPORTUNITIES AND CHALLENGES

The next Executive Director can expect to work closely with the elected Board of Park Commissioners and staff members on the following opportunities and challenges:

- Continue building trusted working relationships with all stakeholders. Engage with staff, Board of Park Commissioners, and community.
- The District is poised to continue doing remarkable things. Property values are rising in the community. Demand for park services is high and park programs are experiencing strong attendance and growth.
- Stewardship of the \$15.9 million dollar voter-approved 2022 referendum enables the District to make many needed improvements and to expand recreational opportunities. It is an exciting time for the community and the District.
- Develop a plan to acquire accreditation through the Illinois Distinguished Accreditation process.
- The next Executive Director will successfully leverage referendum dollars by seeking out alternative revenue sources other than property taxes to assist in financing the District's parks, facilities and programs including, but not limited to federal and state grants.
- Activating new assets - This includes moving forward in an "entrepreneurial spirit" launching the new revenue-producing gymnastics center that is under development.
- Assess organizational structure, staffing levels and areas of responsibility to maximize effectiveness and efficiency. Review and address staffing challenges.
- Promote and support diversity, equity, and inclusion (DEI) values throughout the District.
- Promote and model environmental stewardship and sustainability, prioritizing protection of open spaces and protected areas. The Park District is a steward of two oak savannas, wetlands, and many natural areas, in particular those located at Churchill, Lake Ellyn, Maryknoll, Manor, and Ackerman parks.
- Like many organizations, there have been challenges facing the District due to the COVID-19 pandemic. The next Director must be able to assess the programmatic, staffing, and financial needs of the District, recalibrating as needed, and continue to further the excellent reputation of the District with all stakeholders.
- New staff are eager for direction and mentorship. The new Executive Director will be relied upon for succession planning as well as the effective training and development of the District's future leaders.
- It will be important for the next Executive Director to seek input from staff, along with the Board of Commissioners and community stakeholders, in the development of a new Strategic Plan allowing for future growth of the District and at the same time fostering a positive culture, goal-oriented team of employees working towards the common goal of enhancing the quality of life for all residents served by the Glen Ellyn Park District.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The next Executive Director will develop, implement, and monitor District goals and objectives consistent with the Mission Statement of the District. The Director will be expected to quickly gain an understanding of Park District policies, procedures, and the strategic plan and adhere to them as well as enforce staff compliance. Major areas of responsibility include overseeing and providing leadership for all operations of the District including Recreation, Athletics, Programming, Planning/Natural Resources, Park and Facility Operations, Finance/Personnel, Marketing/Communications, and Administration. The Director will evaluate and ensure the effective delivery of programs, services, and general operations as well as oversee the development of financial plans, annual operating budget, capital improvement budgets and tax levy. This position also oversees the administration of the general liability insurance, participation in risk management programs and promotes a comprehensive safety training program as well as professional development opportunities for all employees.

QUALIFICATIONS

Education: Graduate from an accredited college or university with a bachelor's degree in Parks and Recreation, Leisure Studies, Facility Management, Public Administration, Business, Finance, or a related field is preferred. Master's degree is a plus.

Experience: Should possess at least 8-10 years of increasingly responsible administrative and related experience at a parks and recreation agency, park district, municipal department, or related field with experience overseeing the management of a large team of employees. **Licenses and Certifications:** Must have valid Illinois driver's license (or ability to regularly travel among facilities); Certified Parks and Recreation Professional (CPRP) or Certified Parks and Recreation Executive (CPRE) designation is preferred.

Salary Range and Benefits: The hiring salary range for this position is \$145,000-\$195,000. The actual salary will be determined by the selected candidate's qualifications and commensurate experience. Additionally, the Glen Ellyn Park District offers an extensive benefits plan, including IMRF (Illinois Municipal Retirement Fund) defined benefit pension plan, competitive health, dental, vision and life insurance, 457 savings plan and flexible spending plan, and a variety of other recreational benefits.

APPLICATION:

Please submit resume, cover letter, and contact information for five (5) professional references online by May 22, 2023, at www.GovHRjobs.com.

The Glen Ellyn Park District is an Equal Opportunity Employer.

