



Palatine
Park
District



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**PALATINE PARK DISTRICT
PALATINE, ILLINOIS
EXECUTIVE DIRECTOR**

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EXECUTIVE DIRECTOR



The Palatine Park District Board of Commissioners is seeking to hire an Executive Director with a proven track record to lead its highly regarded state and nationally recognized park district. The successful candidate is an experienced, collaborative leader who communicates effectively, possesses solid business acumen, and demonstrates strong financial skills. This person will also be present, engaged, and approachable with community members, park board members, staff at various programs and events offered by the Palatine Park District.

The new Executive Director should have experience leading an organization of similar complexity, and/or possess a wide range of experience across the diverse types of services, programs, and facilities the Palatine Park District provides. The breadth of services the Palatine Park District provides to its community is a differentiator in the eyes of community residents.

The ideal candidate will be able to combine vision, creativity, and innovation in the oversight and continuous improvement of the Palatine Park District. The successful candidate will possess the people skills and judgment necessary to create trust and influence a positive and inclusive culture when building relationships with a wide variety of stakeholders, including employees, an elected board, intergovernmental groups and community organizations, schools, local college, and community residents. The successful candidate will be a team builder who can effectively delegate and empower employees to do their best to serve residents every day.

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 collaborating with the Palatine Park District and its designated Search Committee.

Steve Scholten 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 PALATINE PARK DISTRICT



The Palatine Park District is a separate governmental entity and serves over 83,000 residents who live within the district's 21 square-mile service area, which includes the Village of Palatine, as well as parts of Hoffman Estates, Inverness, Schaumburg, Arlington Heights, Barrington, Deer Park, and Rolling Meadows.

The Village of Palatine is conveniently located in northwestern Cook County within a thirty-minute drive of O'Hare International Airport. Palatine's favorable location in the Chicago Metropolitan area is attractive to residents and businesses.

Palatine Park District employees and residents alike take great pride in the Palatine Park District and all it offers to the community, which is why they proudly say that the Village of Palatine "Where families come back to raise their children."

HISTORY AND BACKGROUND

Established in 1945, the Palatine Park District is a separate unit of local government with its own taxing authority and financial and legal responsibilities. The Palatine Board of Park Commissioners, comprised of five elected officials who serve six-year terms, meets twice monthly to conduct the business affairs of the district. The Executive Director carries out policies and programs as adopted by the Board and oversees recreational programming, personnel management and development, facility development, parks operations, and business operations.

The district employs 85 full-time staff members and approximately 720 part-time, seasonal, and temporary employees as well as many volunteers in its six departments: Administration, District Services and Projects, Facilities, Finance, Parks and Planning, and Recreation. Annually, the District offers over 2,000 recreational, arts, and community programs for all ages, including summer camps, community and family events, music and art lessons, and a variety of athletic programs.

A vital part of the community, the Palatine Park District strives to meet the needs of all residents. The Park District cooperates with several affiliate groups to provide additional recreational opportunities in baseball, football, lacrosse, biking, rugby, and soccer. Other facilities include Palatine Hills Golf Course, Palatine Stables, Cutting Hall auditorium, and Fred P. Hall outdoor amphitheater. The Palatine Park District also supports the Palatine Historical Society and the Palatine Township Senior Center and is a member of the Northwest Special Recreation Association (NWSRA), which is dedicated to serving individuals with disabilities.





MISSION STATEMENT

The Palatine Park District's mission is to provide a variety of safe, enjoyable, and affordable parks, programs, and recreational facilities that will enhance the quality of life by promoting good health and well-being for all residents and visitors while being fiscally responsible stewards of community assets and tax dollars.

CORE VALUES

- **Integrity:** Exhibiting trust and transparency in all our actions.
- **Communication:** Creating and setting clear expectations through timely and open conversation while effectively respecting the differences of others.
- **Accountability:** Taking action and ownership for all work responsibilities and obligations to those we serve and ensuring timely and effective follow-through in all we do.
- **Collaboration:** Seeking outreach and partnerships within the community and achieving better results by working together in a respectful and inclusive way. Being leaders in community development and improvement.
- **Leadership:** Encouraging opportunities and professional growth for employees within a positive culture and trustful environment while practicing open-mindedness and fairness to all involved. Being leaders in our community by promoting positive social influences through role modeling.

The Palatine Park District has an operating budget of approximately \$29,000,000 with property tax revenue making up 67% 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. Illinois law sets limits on the district's ability to increase taxes to the lesser of 5 percent or the increase in the consumer price index for the preceding levy year. In addition, the laws limit the amount of debt the district can incur for capital items without obtaining voter approval through a referendum. The district is committed to seeking alternate forms of revenue in the form of grants, sponsorships, and donations to provide updated, quality recreational opportunities for the community while minimizing the impact on taxpayers.

The Palatine Park District has been recognized as a Distinguished Agency by the Illinois Association of Park Districts and received the 2018 National Gold Medal Award for Excellence in Parks and Recreation. The district has also earned the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting.

The Park District serves an educated community with a median household income of \$86,415 and a median home value of \$292,644 (Palatine only), both of which are above the county and state averages. With approximately 37,000 housing units, the composition of the community is 61.8% Caucasian, 19.8% Hispanic or Latino, 12.1% Asian, and 4.3% Black. The remaining 2% are multicultural.



QUICK FACTS

Population Served **83,000**

Agency Budget **\$29 million**

Number of Full-time Employees **85**

Number of Part-time Employees **720**

Number of Parks Locations **50**

Number of Acres **675** acres

Golf Courses **1**

Playgrounds **30**

Outdoor Swimming Pools **3**

Indoor Swimming Pools **1**

Outdoor Tennis Courts **14**

Outdoor Basketball Courts **10**

Outdoor Pickleball Courts **9**

Outdoor Ice Skating Rinks **1**

Outdoor Soccer Fields **17**

Indoor Turf Soccer Field **1**

Softball and Baseball Fields **21**

Sports Complexes **1**

Indoor Tennis Courts **10**

Indoor Pickleball Courts **15**

Community/Recreation Centers **3**

Skate Parks **1**

Fishing Lakes **3**

Gymnasiums **3**

Dog Parks **1**

Disc Golf Courses **1**

Museum **1**

Performing Arts Centers **1**

Riding Stables **1**

Amphitheaters **1**

Sand Volleyball Courts **2**

Gymnastics Center **1**

OPPORTUNITIES AND CHALLENGES

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

- Explore grant funding for capital replacement.
- Update recreation facilities to meet the needs of the residents.
- Explore acquisitions of park land and open space.
- Develop and maintain trails throughout the district.
- Explore opportunities to acquire and develop another sports complex.
- Engage youth and teens in various innovative programs.
- Develop new master plans for various parks throughout the district.
- Replace the golf course's maintenance facility.
- Continue to activate underdeveloped open spaces in various parks.
- Consider new amenities like splash pads, outdoor artificial turf, and lighting.
- Explore new program partners for enhancing youth development.
- Maintain the Illinois Distinguished Accreditation.
- Convert risk management coverage from MRMA Risk Management Services Group to Park District Risk Management Agency (PDRMA).





MANAGEMENT AND LEADERSHIP STYLE

The ideal candidate must possess the following professional and personal abilities, attributes, and experiences:

- **Effective Communicator:** Must be an effective listener and be comfortable talking with a variety of people including residents, elected and appointed officials, the business community, media, and staff.
- **Passion for Parks and Community Service:** Must conduct all park business with a commitment to the preservation, maintenance and continuous improvement of the park system while working in the spirit of intergovernmental cooperation. Must have a thorough knowledge of the theory and philosophy of recreation, park and facility management, and the ability to share this knowledge with others.
- **Project Management:** Must be experienced in overseeing large construction projects, administering grants, and continuously improving technology systems throughout the park district.
- **Results-Oriented and Self Starter:** Must be fair, firm, and accountable in delivering desired results. Flexibility to adapt to changing social and economic conditions and recreation trends. Must take initiative in completing work with minimum supervision.
- **Visible Leadership:** Must lead by example and experience and must promote a team atmosphere. Must demonstrate a professional demeanor and engaging communication style. Must demonstrate honesty, transparency, and integrity. Must be self-confident yet humble. Must demonstrate strong leadership qualities.
- **Team Builder and Mentor:** Must cultivate and maintain positive, productive relationships with staff, Board of Park Commissioners, local government, civic organizations, and community at large. Must have a proven ability to lead teams and mentor staff members.
- **Critical Thinker and Problem Solver:** Must be a strong forward-thinker with short-term and long-term views. Must demonstrate strong, visionary financial and business acumen. Must be able to troubleshoot and solve problems in the best interest of the entire park district and the communities it serves.
- **Commitment to Community:** Must engage with representatives of libraries, schools, Harper College, and elected legislators from the respective villages the district serves. Must be proactive and responsive to citizens' ideas and concerns.
- **Decisive:** Must be able to make tough decisions and lead others while considering conflicting data and interests.
- **Politically Astute:** Must be politically astute yet non-political and non-partisan in behavior and actions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicate the organization's vision and mission to personnel and the public.
- Maintain positive relationships with other governmental agencies and seek opportunities for collaboration and partnerships via intergovernmental cooperative agreements. Act as a District Liaison for all governmental partners.
- Grow and maintain positive relationships with volunteer affiliate organizations, community groups, businesses, and local leaders.
- Promote, develop, enhance, and maintain the positive image of the district, through media relations, marketing, communications, and crisis management.
- Participate in professional committees, conferences, workshops, and classes to improve knowledge of job responsibilities and management skills.
- Assess community needs and research trends and innovative concepts as they apply to the improvement of District services and operations.
- Recommend philosophy and guidelines for annual tax levy, including a short-term and long-term strategic plan.
- Create a fiscal program for the district that includes capital projects, budgeting, forecasting and development of desirable referendums and alternate funding sources, including foundations, sponsorships, advertising, and federal, state, and local governmental grants.
- Oversee and manage all aspects of the day-to-day operations of the district.
- Analyze and manage crisis situations, delegating authority as deemed necessary.
- In conjunction with the Park Board of Commissioners develop, implement and support ordinances, laws, and policies for the benefit of the district.
- Work closely with legal counsel on matters pertaining to the district to ensure the district is following all laws and regulations and reduce liability exposure for the district.
- Consistently provide solid and visionary leadership to full time, part time and seasonal employees.
- Evaluate the organizational structure for continual improvement of the efficiency and effectiveness of the district.
- Develop annual staff goals and objectives that coordinate with the mission and values of the district.



QUALIFICATIONS

Education: Graduate of 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. A master's degree is advantageous.

Experience: Should possess 10 to 15 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 a 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 (preferred).

Salary Range and Benefits: The hiring salary range for this position is \$160,000-\$210,000. The actual salary will be determined by the selected candidate's qualifications and commensurate experience. Additionally, the Palatine Park District offers an extensive benefit 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:

Apply online at www.GovHRjobs.com with resumé, cover letter, and five (5) professional references (including contact information) by Monday, August 21, 2023. Questions regarding the recruitment may be directed to Steve Scholten or Joe DeLuce, Vice Presidents and Executive Recruiters, GovHR USA.

The Palatine Park District is an Equal Opportunity Employer.



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EXECUTIVE RECRUITMENT