



OSWEGOLAND PARK DISTRICT, ILLINOIS EXECUTIVE DIRECTOR



GovHR USA
GovTEMPS USA

OSWEGOLAND PARK DISTRICT, ILLINOIS EXECUTIVE DIRECTOR



The Oswegoland Board of Park Commissioners is seeking to hire an Executive Director with extensive experience in parks and recreation operations, personnel management, grounds and facility maintenance, open space management and the planning, funding, acquisition, development and management of land and facilities.

The ideal candidate will be a strategic thinker with a clear vision for the agency's future and the ability to effectively communicate that vision and the District's goals to staff and to the community. The Executive Director must be a creative, community-engaged leader with the ability to establish and maintain collaborative working relationships with staff, board members, agency partners, the Village of Oswego, school districts and other community leaders. The Executive Director will be a present and approachable leader who consistently participates in various District and community events and programs and engages with the community at large.

The new Executive Director should have strong financial skills with experience to develop and implement fiscally responsible plans to lead the District into the future. The Executive Director should be a confident decision maker, a transformative leader, and an effective project manager with a proven record of delivering results and the ability to innovatively deliver the parks, programs and services desired by the community.

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 Oswegoland Park District and its designated Search Committee.

Joe DeLuce and Chuck Balling, 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.





PURPOSE

"We create opportunities for a healthy community."

VALUES

Integrity: True, honest ambassadors of the public trust

Collaboration: Working together to accomplish a common goal

Innovation: Empowering staff to create and lead our community

HISTORY AND BACKGROUND

Established in 1950 by a public referendum, the Oswegoland Park District serves a rapidly growing community of approximately 62,000 residents living within a 38-square mile service area including the Village of Oswego, parts of Montgomery, Aurora, and Plainfield, the surrounding countryside of Oswego Township and a tiny portion of Will County.

The Park District is a special unit of local government with its own taxing authority. The District is governed by five elected residents who reside within the boundaries of the Park District and serve six-year terms without compensation. The Oswegoland Board of Park Commissioners meets twice each month to set policy and conduct the official business 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, park operations and business operations.

The Executive Director, who is hired by the Board, manages the day-to-day operations of the District and oversees a staff of approximately 50 full-time, with 8 direct reports, 220 part-time employees, and 185 seasonal employees. The Park District is a member of the Fox Valley Special Recreation Association (FVSRA) and works collaboratively to provide recreational activities for residents with special needs.

The District owns 66 parks, greenways and natural areas, covering 1,297 acres. Facilities include three recreation centers, two outdoor swimming facilities, one splash pad, a 160-acre 18-hole golf facility with a pro shop, a historical school/museum and an administration office building. The District also offers 37 playgrounds, 32 picnic shelters, eight sand volleyball courts, four full-court basketball courts, 28 half-court basketball courts, 10 ball fields, 15 soccer game fields, eight outdoor tennis courts, 11 pickle ball courts, two skate parks, three inline hockey rinks, an 18-hole disc golf course, and over 18 miles of walking/ biking/jogging trails. Within these parks and facilities, District staff offer more than 2,100 recreation programs annually to its residents and other guests with over 22,000 participants in a typical year.

The Oswegoland Park District has received numerous awards such as the Distinguished Agency designation from the Illinois Association of Park Districts (IAPD), the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting, IPRA/IAPD Agency Showcase Award, Illinois Association of Museum Award of Excellence, accreditation through the American Camping Association, Gold International Aquatic Safety Award from Jeff Ellis & Associates and the IAPD Best of the Best Award.

DIVERSITY, EQUITY, AND INCLUSION (DEI) COMMITMENT

The Oswegoland Park District is YOUR Place to Play. We intentionally work to ensure that each member of our community feels a sense of belonging and has full opportunity to thrive in our environment.

Together, we strive to build and nurture an inclusive culture that encourages, supports, and celebrates diversity. Bringing together people of various backgrounds leads to new and creative ideas, fuels innovation, connects individuals and opportunities and reflects the community we serve.

We commit to helping establish awareness and transform mindsets, behaviors and practices to create and sustain a diverse, equitable and inclusive environment to work and play.



QUICK FACTS

Population Served	62,000
Agency Budget	\$17.5 million
Number of Full-time Employees	51
Number of Part-time Employees	220
Number of Seasonal Employees	185
Number of Parks Locations	66
Number of Acres	1,297 acres
Walking, Biking, & Jogging Path	18 miles
Recreation Center	3
Golf Course	1
Playgrounds	37
Outdoor Swimming Pools	2
Splash Pad	1
Historical Museum	1
Administration Office Building	1
Outdoor Tennis Courts	8
Outdoor Basketball Courts (full)	4
Outdoor Basketball Courts (half)	28
Outdoor Pickleball Courts	11
Outdoor Inline Hockey Rink	3
Outdoor Soccer Fields	15
Sand Volleyball Courts	8
Softball and Baseball Fields	10
Skate Park	2
Disc Golf Course	1

Comprehensive Master Plan was adopted in August 2019

Strategic Plan currently under development for approval in 2023

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:

- Continue to develop and implement plans to ensure all parks, trails, facilities and programs are focused on meeting the highest standards of quality, safety, innovation and customer service as the Park District expands to meet the recreational needs of a rapidly growing population base.
- Develop Master Plans to maintain/update/expand District facilities, trail connections and enhance the variety of amenities or special features in neighborhood and community parks.
- Advocate for the continued professional growth and development of the District's staff.
- Be active in the community, attend District events and build relationships to encourage community engagement.
- Expand programming to specifically target the 50-75 age groups.
- Leverage technological advancements in day-to-day operations.
- Measure organizational performance through Key Performance Indicators.
- Partner with local and regional organizations to increase awareness and education opportunities for effective open space and land management.





ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recommend policies, plans, programs and other information necessary for the board's decision-making functions.
- Review, analyze and make recommendations concerning all operational procedures.
- Direct all activities of the park district according to policies established by the board.
- Oversee the development of and recommend to the board the annual budget and appropriation ordinance and tax levy ordinance.
- Project financial needs and resources by reviewing and analyzing current fiscal conditions.
- Oversee continuing analysis of conditions, programs and services of the park district to assure that the needs of community residents are effectively being met.
- Oversee the administration of all recreation programs offered by the park district.
- Evaluate the effectiveness of park district programs and services.
- Maintain open and effective relations with staff through staff meetings, training opportunities and sound personnel policies.
- Directly supervise and evaluate department heads and Executive Assistant.
- Coordinate the development of sound personnel policies, salary and fringe benefit plans and fair employment practices.
- Work with department heads to determine current and future staffing needs.
- Oversee the maintenance of facilities to ensure that they are welcoming, secure, safe and hazard free.
- Actively pursue the acquisition, development, and preservation of park land, facilities and natural areas for the use and enjoyment of citizens now and in the future.
- Strive to maintain good public relations through the distribution of pertinent information and effectively responding to citizen complaints and concerns.
- Keep citizens informed of park district plans and programs, as well as issues affecting their neighborhoods by making presentations to local groups and organizations and distributing newsletters and other printed material to local neighborhoods.
- Actively participate in community organizations and on committees of local governmental agencies.
- Recommend goals and objectives for the park district's operation and develop a strategy for achieving them.
- Make recommendations to the Board on land acquisition and facility development.
- Conduct feasibility studies in relation to the master plan and/or capital improvements.

QUALIFICATIONS

Education: Bachelor's degree in Park and Recreation Management, Business Management, Public Administration or similar field. A Master's Degree is a plus.

Experience: Should possess a minimum of 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 licenses (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 \$150,000-\$200,000. The actual salary will be determined by the selected candidate's qualifications and commensurate experience. Additionally, the Oswegoland 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, car allowance, flexible spending plan and a variety of recreational benefits.

APPLICATION:

Apply online at www.GovHRjobs.com with resume, cover letter, and contact information for five (5) professional references by Monday, September 25, 2023. Questions regarding the recruitment may be directed to Joe DeLuce or Chuck Balling Vice Presidents, and Executive Recruiters.

The Oswegoland Park District is an Equal Opportunity Employer.



GovHR USA
GovTEMPS USA

EXECUTIVE RECRUITMENT