



WINNETKA PARK DISTRICT, ILLINOIS **EXECUTIVE DIRECTOR**



WINNETKA PARK DISTRICT, ILLINOIS EXECUTIVE DIRECTOR

The Winnetka Park District Board of Commissioners ("Park Board") is seeking to hire an Executive Director with a proven record of being a strong, collaborative leader who will be able to combine vision, strategy, and innovation in the oversight of the Winnetka Park District. The preferred candidate will have extensive experience in the management and operation of parks, lakefront, water sports, recreation facilities, capital projects and community-based recreation programming along with a record of success in providing organizational leadership and building a talented, engaged team of employees. The ideal candidate will be a decisive, open-minded, community-engaged leader with the ability to establish and maintain collaborative working relationships with staff, Park Board members and community leaders.

The Executive Director reports to an elected seven-member Park Board and is charged with implementing and administering the policies adopted by the Board. The Executive Director will demonstrate and promote the principles of good governance while working collaboratively to build consensus among Park Board members. The ideal candidate also must be present and approachable to staff, Park Board members, and the community-at-large and participate in various District and community events and programs.

The ideal candidate will possess a vision and goals for the agency, communicate that vision clearly and effectively to all stakeholders, and will demonstrate business acumen, financial skills, and long-range planning experience to lead the District into the future. The preferred candidate also will have strong capital project management, and facility renovation experience to provide quality facilities that meet the needs of the community.

The next Executive Director will be dedicated to the employees' ongoing development, can quickly identify what motivates each employee to succeed and can rally the team around a common goal. The Executive Director will be a transformative leader, a conductor/connector who solicits input from the staff and Park Board members as part of the decision-making process and who makes sound recommendations and decisions.

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 Winnetka Park District and its designated Search Committee.

Chuck 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 WINNETKA PARK DISTRICT

The Village of Winnetka is committed to its tradition of highly desirable residential neighborhoods, citizen involvement, local shops, and educational excellence. The area is surrounded by natural beauty within its borders, including tree-lined streets, a lakefront, and a forest preserve. This natural beauty brought early settlers to the area and prompted its founders to name the community "Winnetka," a Native American word meaning "beautiful land."

The community covers 4.8 miles in northern Cook County on the shores of Lake Michigan, approximately 17 miles north of downtown Chicago. Relative to other North Shore communities, Winnetka's growth was slow prior to 1900. After 1900, the Village started to grow more rapidly. By 1920, the population had more than tripled to 6,694. Within the next ten years, the Village population doubled. The Winnetka Park District serves the Village of Winnetka and segments of the Village of Northfield, the Village of Glencoe, and the Village of Kenilworth, totaling approximately 14,500 residents.

The Winnetka Park District is a subdivision of the State of Illinois and is organized under the Illinois Park District Code. February 4, 1904, marked the first meeting of the Park Board.

Today, the District offers 26 park sites totaling 240 acres of park land, five beaches, a boat launch, two golf courses, an indoor tennis center, an ice arena, platform tennis courts, and athletic fields. The Winnetka Park District offers a wide variety of year-round recreation programs, including athletics, in-house and travel leagues, fitness programs, educational programs, summer camps, special events and general interest programs.

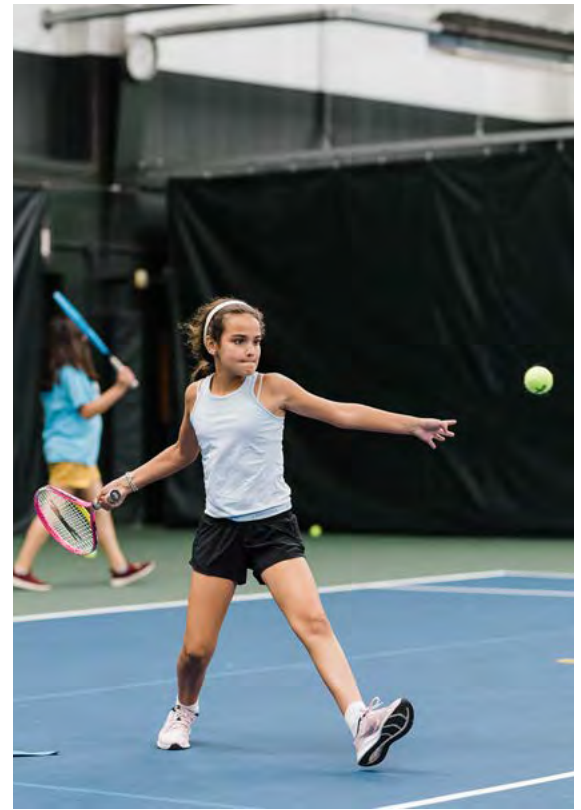


HISTORY AND BACKGROUND

In 1903, the Winnetka Park District was established as a local unit of government, becoming one of the first park districts created in Illinois. The first board of commissioners was made up of five members who governed the Park District and completed most of the day-to-day work necessary to operate it. Driven by the mission to protect assets, natural resources, and open space for the benefit of present and future generations, the Park District focused much of its early efforts on acquiring land. Today, the Winnetka Park District serves more than 14,500 residents in Winnetka and portions of Northfield, Glencoe, and Kenilworth.

The Park District is a special unit of local government with its own taxing authority and financial and legal responsibilities. The District has an annual operating budget of more than \$12,000,000, funded evenly from program revenues and property taxes. Year after year, the Park District retains a sound financial position. Key highlights include:

- **Moody's Rating:** Moody's Investor Service has given the Park District a rating of Aaa, citing well-managed financial operations that yield stable operations and ample reserve levels.
- **Financial Excellence Award:** For the past 13 years, the Park District has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada.



The District is governed by seven elected Park Board Commissioners whose primary function is policymaking and setting the direction for the District. Park Board members reside within the boundaries of the Park District and give their services to the community for four-year terms. Candidates for the Park Board are slated by the Winnetka Caucus Council and elected by the District's residents. Commissioners serve staggered four-year terms without compensation. Any resident of the Winnetka Park District who meets the requirements set forth by the Caucus is eligible to run for a seat on the Park Board. The Park Board meets twice each month to conduct the business affairs of the District.

Reporting to the Park Board, the Executive Director carries out the policies adopted by the Board and manages the day-to-day operations of the District, including recreation programming, personnel management, facility development, parks maintenance and business operations. The Executive Director oversees a staff of approximately 30 full-time, 47 part-time, and 230 seasonal employees. Each year, the District offers more than 1,200 programs and special events for everyone to enjoy. The Park District is a member of the Northern Suburban Special Recreation Association (NSSRA) and works collaboratively to provide recreational activities for residents with special needs.

The Winnetka Park District has received industry awards and honors through the Illinois Park and Recreation Association (IPRA). The Winnetka Park District's "Parks Service Center" and the "Indian Hill Park" were both honored through IPRA's Awards and Recognition Program. The "Parks Service Center" received the Outstanding Facility and Parks Award, which recognizes public agencies for their exceptional and unique achievements in design and development. This facility was the first LEED GOLD public facility in Winnetka.



MISSION STATEMENT

The Winnetka Park District's mission is to provide a balance of quality recreation and leisure opportunities, while protecting assets, natural resources, and open space for the benefit of present and future generations.

VISION STATEMENT

The Winnetka Park District is the driving force behind our community's recreational, leisure, and active lifestyle. By building vital community partnerships, we will continue to offer an array of programs to meet the needs of all ages, stages, and abilities. We will strive to be a model government agency through responsible management and enhancement of our parks and facilities.



QUICK FACTS

Population Served	14,500
Agency Budget	\$23.5 million
Operating budget	\$12 million
Capital budget	\$11.5 million
Number of Full-time Employees	30
Number of Part-time Employees	47
Number of Seasonal Employees	230
Number of Parks Locations	26
Number of Acres	240 acres
Golf Courses	2
Golf Driving Range	1
Playgrounds	11
Beaches	5
Swimming Beaches	2
Dog Beach	1
Indoor Tennis Courts	8
Outdoor Tennis Courts	12
Outdoor Basketball Courts	2
Indoor Ice Skating	1
Outdoor Ice Skating	4
Outdoor Soccer Fields	1
Softball and Baseball Fields	1
Skokie Outdoor Sports Complex	1
Picnic Shelters	5
Bocce Ball courts	1
Fishing Pier	3



OPPORTUNITIES AND CHALLENGES

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

- Collaborate with stakeholders to create a vision for the District's future.
- Foster transparency through effective communications with the Park Board, staff, and community members.
- Update the Strategic Plan to reflect the current issues and opportunities facing the District.
- Develop, support, and motivate a team of innovative and highly talented employees who are committed to the Winnetka Park District.
- Promote the principles of good governance to build consensus among Park Board members.
- Be active in the community, attend District events and build relationships to encourage community engagement, support and foster organizational trust.
- Move forward in developing a workable resolution for the Winnetka Waterfront 2030 Lakefront Master Plan, notably the Elder Lane + Centennial Beach Project.
- Maintain high standards for recreation programming, customer service and safety, as well as facility and grounds maintenance.
- Promote continued professional growth and ongoing training programs for staff, volunteers, and Park Board members.
- Develop an action plan and successfully lead the agency in the Illinois Distinguished Accreditation process.
- Proactively pursue grant opportunities.



ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs the overall operation of the Winnetka Park District including recreation programs and events, parks and facility maintenance, personnel management, customer service, accounting, financial management and reporting, marketing, technology, risk management programs and other business operations.
- Administers all policies, rules, and regulations enacted by the Park Board, and develops procedures to ensure timely, efficient implementation. Reviews policies and recommends changes when needed.
- Directs, submits, and administers annual budgets and monitors fiscal activities to ensure compliance to policies and budgetary limitations.
- Acts as the District's final authority for all hiring, management, training, discipline, and all other matters related to employees.
- Attends meetings of the Park Board and committee meetings; responds to Park Board inquiries regarding policy execution, personnel issues, programs and facilities, fiscal operations, and other concerns before the Park Board.
- Ensures Park District compliance with all statutory laws and regulations governing Park District programs and operations.
- Remains abreast of recreational trends, pertinent legislation, statutory rule changes, community issues and other items that may impact the Park District and develops plans for addressing.
- Actively promotes park and recreation programs, facilities, and services through involvement with professional organizations, civic organizations, public speaking engagements, and the maintenance of an effective media liaison.
- Serves as the District's Freedom of Information (FOIA) Officer.
- Actively participates with the Winnetka Parks Foundation board.
- Engages with the community through attendance at Park District and community meetings and events.
- Represents the Park District in negotiations and agreements between the Park District and vendors, schools, local governments, state, and federal governmental agencies.
- Assigns and directs research and special studies for issues impacting matters of policy, fiscal concern, planning, and/or development; and makes recommendations.
- Oversees the planning and implementation of capital projects and replacement of capital assets.
- Prepares or compiles any requested records, files, and reports of Park District operations and activities.
- Establishes and maintains open and positive lines of communication with all Park District staff, patrons, and residents.
- Adheres to all policies and practices of the Park District, along with local, state, and federal government requirements.
- Performs other duties as required or assigned and as contained within the formal employment agreement.





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. Master's degree is a plus.

Experience: Should possess at least 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. Five years of experience as a Director reporting to an elected board is preferred.

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 \$161,000-\$197,000. The actual salary will be determined by the selected candidate's qualifications and commensurate experience. Additionally, the Winnetka Park District offers an extensive benefit plan, including a defined benefit pension plan with the Illinois Municipal Retirement Fund, competitive health, dental, vision, and life insurance, recreational benefits, and voluntary 457 savings plan and flexible spending plan.

APPLICATION:

Apply online at www.GovHRjobs.com with resume, cover letter, and contact information for five (5) professional references by Friday, October 6, 2023. Questions regarding the recruitment may be directed to Chuck Balling or Joe DeLuce, Vice Presidents, and Executive Recruiters, GovHR USA.

The Winnetka Park District is an Equal Opportunity Employer.



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