



# DIVISION DIRECTOR OF ADMINISTRATIVE OPERATIONS

GLENVIEW PARK DISTRICT  
GLENVIEW, ILLINOIS



# **DIVISION DIRECTOR OF ADMINISTRATIVE OPERATIONS GLENVIEW PARK DISTRICT - GLENVIEW, ILLINOIS**



The Glenview Park District Executive Director is seeking a highly qualified Division Director to lead the Administrative Operations Division, one of four major divisions of the organization. The Administrative Operations Division provides accounting, payroll, financial reporting, human resource, technology, and risk management services to the District.

The Division Director has direct supervisory responsibility for three department managers and indirect supervisory responsibility for an additional dozen full-time staff and part-time staff. The Division Director reports directly to the Executive Director and works closely with the Board of Park Commissioners, legal counsel, and other Division Directors.

As part of the senior management leadership team, this position assists with the overall management of the District and in setting and communicating the District's culture, goals, and priorities. The Division Director of Administrative Operations is also responsible for the coordination of resources, projects, policies and procedures across divisions and monitors District-wide activities for compliance with applicable rules, laws, and procedures.

The ideal candidate will be experienced in the successful management and operation of a complex multi-faceted organization having diverse business needs and possess a strong business acumen with knowledge of human resources, public accounting and finance, technology and risk management and an understanding of best practices in parks and recreation operations. The next Division Director of Administrative Operations will be a results-oriented project manager with the ability to prioritize and delegate effectively, an excellent communicator and an active listener.

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 Division Director of Administrative Operations position are to be directed to the consultant listed below who are collaborating with the Glenview Park District and its designated Search Committee.

Joe DeLuce, Consultant  
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](http://www.govhrjobs.com)



## ABOUT THE GLENVIEW PARK DISTRICT

In July 1927, the Glenview Park District was formed as a distinct governmental unit with its own mission to acquire open space for parks and to develop recreational opportunities for the people it serves. Throughout its existence, the park district has been acquiring park land, updating its facilities, providing more recreational opportunities for the residents of Glenview, and fostering a sense of community. Today, the Glenview Park District serves more than 63,000 residents including all of Glenview and Golf, small portions of Niles, Northbrook, Northfield and Skokie and unincorporated areas beyond the Village of Glenview limits.

The Glenview Park District is one of the most unique park districts in Illinois. Located 20 miles northwest of downtown Chicago, the Glenview Park District employs 115 full-time employees plus 750 seasonal and part-time employees. The Park District has an annual fiscal year budget of \$43 million with approximately \$30 million in operating budget, a current capital budget of \$7.8 million and a debt service budget of approximately \$5.4 million. The District enjoys an Aaa bond rating from Moody's Investor Services.

The District operates numerous recreational facilities including a 170,000 square foot community center which features an indoor pool, full service fitness facility, gymnasiums, senior center, preschool, dance and arts studios, banquet facilities and several multipurpose

rooms; two outdoor pool complexes; an indoor 2 and ½ sheet ice skating facility; a 18 hole golf course with full service restaurant/banquet facilities; a 9 hole golf course with paddle tennis courts; an indoor tennis facility; The Grove outdoor history and nature museum; the historic Wagner Farm; the Tyner Center's educational building showcasing green technology; 13 field houses and a variety of other outdoor facilities including sport fields and courts, dog park, playgrounds and skate park; 26 parks encompassing 850 acres of parkland; plus 12.6 miles of walking trails. The Park District offers the residents over 3,000 programs and events annually.

The Glenview 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, and the IAPD Best of the Best Award. The Glenview Park District also received the Illinois Park and Recreation Association's (IPRA) Champions for Change Award in recognition of its practices to increase access and foster diversity and inclusion within the organization. Glenview Park District joins the ranks of elite park and recreation agencies across the country by earning accreditation through the Commission for Accreditation of Park and Recreation Agencies (CAPRA) and the National Recreation and Park Association (NRPA).



## MISSION

Through exceptional experiences, the Glenview Park District strives to build a sense of community, enhance people's lives, and contribute to the enrichment of the individual, family, and the community.

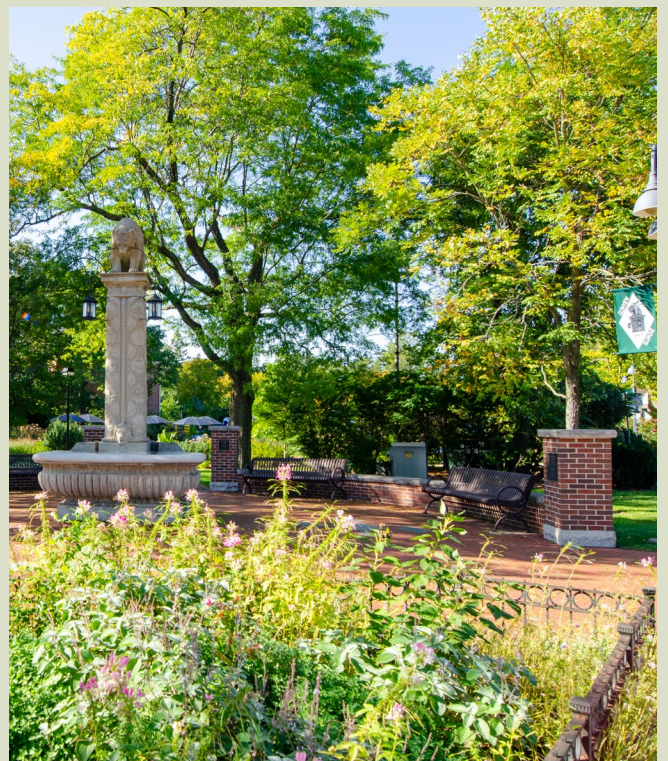
## VISION

The Glenview Park District's vision is a community in which everyone enjoys happiness, health, and an appreciation for the environment on a daily basis.

## GUIDING PRINCIPLES

In order to provide exceptional experiences to its residents and neighboring communities, The Glenview Park District follows a set of principles to deliver quality recreational experiences for its residents and those in surrounding communities:

- Safety and Protective Risk Management
- Customer Experience
- Diverse Programming
- Stewardship and Sustainability
- Fiscal Responsibility
- Employer of Choice
- Inclusion, Diversity, Equity, and Accessibility (IDEA)





## FINANCIAL INFORMATION

The Glenview Park District is proud of its strong financial position that is built on a history of successful short-term and long-term planning. The District is primarily funded through property taxes and user fees. Only about half of the District's operating revenue comes from residential property taxes. The Park District aggressively seeks alternative sources of revenue and has received more than \$15 million in grants, donations, sponsorships, and advertising revenue over the past ten years. The District also has a special reserve fund designated as the Capital Replacement Fund to systematically provide for current and future replacements of many of its assets.

## OPPORTUNITIES AND CHALLENGES

The next Division Director of Administrative Operations can expect to collaborate closely with the Executive Director and staff members on the following opportunities and challenges:

- Create a work environment that values, invests, empowers, and retains a high performing and engaged workforce through strengthening communications, cooperation, team dynamics and outstanding service to all customers, partners, and other District Divisions
- Establish and develop positive relationships within the Administrative Division, Leadership Team, Board of Commissioners, District appointed officials and advisors, supervisors, and managers throughout the District.
- Establish mutually beneficial partnerships to meet the district's current and future needs.
- Advance inclusion, diversity, equity, and accessibility
- Successfully implement and track the strategic plan tactics.
- Leverage technology through upgrading key IT components and software to gain efficiency and enhance service delivery.
- Strengthen administrative infrastructure by conducting a review and update of the District's policies and procedures.
- Continue to position the District to ensure overall short-term and long-term financial, operational, and workforce strength.
- Promote the continuation of sound financial policies and practices throughout the District.
- Assure the District's compliance with all regulatory requirements and adherence to park district policies and procedures.
- Promote the successful integration of new employees into the organization and enhance its culture with a continuous improvement mindset.





## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the personnel management, budget and operations for the accounting, payroll, human resources, technology, and risk management activities of the District.
- Sets vision and direction for the Division.
- Develops goals, objectives, and priorities for direct reports and for assigned departments. Monitors to assure desired results.
- Develops policies and procedures for the Administrative Operations Division and for District-wide policies.
- Works with Executive Director, Board, and leadership team to identify and plan strategies for addressing critical issues facing the District Leads the development, implementation, and status reporting of the District's Strategic Plan.
- Oversees the CAPRA and Distinguished Agency accreditation process and ongoing requirements.
- Oversees the development and implementation of a strategic and cost-effective district-wide technology plan.
- Assists in identifying and planning for District-wide staffing and training needs.
- Oversees and coordinates the development, implementation, and monitoring of system processes and administrative procedures for the District as a whole.
- Coordinates the updating of policy manuals, ordinances, board manuals and shared network drive.
- Develops short term and long-term financial strategies for the District including financing plans for specific capital projects.
- Develops strategies and provides general oversight and preparation of operational, capital, and consolidated District budgets, Budget and Appropriation ordinance, tax levy, and bond issues.
- Provides general oversight over financial reporting and analysis.
- General oversight of timeliness and accuracy of regulatory filings and required postings (e.g., tax forms, sales tax, escheatment, tax abatements, prevailing wage posting, compensation disclosure, OSHA posting etc.)
- Ensures appropriate fiscal controls and data integrity throughout the Division and provides general oversight across the District as a whole.
- Administer the district's insurance program including levels of coverage, safety, and loss prevention practices, claim handling.
- Plans, schedules, and conducts Board Committee meetings, recommends Board agenda items, attends Board meetings.
- Acts as FOIA officer, Backup Open Meetings Act Officer, IMRF Authorized Agent and a District Representative to PDRMA as assigned.
- Plan and facilitate divisional and District-wide staff meetings, as necessary, to review progress, processes and facilitate inter-departmental communication.

## CANDIDATE REQUIREMENTS:

- Possess a bachelor's degree in business, public or business administration or related field.
- A master's degree is highly desirable.
- Candidates should have a minimum of ten years of increasingly responsible experience with at least 3 years in a managerial or director role. Experience in operations, administration or management at a park and recreation department or park district preferred.

## SALARY RANGE AND BENEFITS:

The starting salary range for this position is \$135,000 to \$155,000 depending on qualifications. The District offers an excellent benefit package including membership into the Illinois Municipal Retirement System (IMRF), optional 401(K) and 457 deferred compensation plans, a District provided vehicle, and an expansive menu of health and wellness benefits. The District is committed to on-going employee education and training.

## HOW TO APPLY:

Apply online at [www.GovHRjobs.com](http://www.GovHRjobs.com) with resume, cover letter, and contact information for five (5) professional references by Friday, January 5, 2024. Questions regarding the recruitment may be directed to Joe DeLuce Vice President, and Executive Recruiter, GovHR USA. TEL: 847-380-3240.

The Glenview Park District is an Equal Opportunity Employer and welcomes and encourages diverse applicants.

