

HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Executive Director
JOB CLASSIFICATION: I - EXEMPT

Function

The Executive Director is the chief administrative officer of the Park District. Under the general policies and regulations set forth by the Board of Park Commissioners, the Executive Director is responsible for developing, directing and evaluating the programs and operations of the Park District.

Supervision Received

The Executive Director is responsible to and works within the framework of policies, ordinances and general guidelines as established by the Board of Park Commissioners.

Supervision Exercised

The Executive Director directly supervises the Division Director of Finance & Administration/Deputy Director, the Division Director of Planning & Development, the Division Director of Recreation & Facilities, the Division Director of Parks and Facility Services, the Director of Bridges of Poplar Creek, the Executive Assistant, and the Administrative Assistant. Indirect supervision includes all other district employees.

Essential Functions/Responsibilities

- A. *General Administration*
1. Direct the activities of the Park District in accordance with the general policies established by the board.
 2. Recommend policies, plans and programs, and provide the board information necessary to the board's policy-making functions.
 3. Supervise the provision of a broad program of recreation which meet the needs and desires of community residents.
 4. Organize and supervise an efficient administrative organization for the Park District. Develop, review, analyze and implement operational procedures required to effectively manage day-to-day operations and implement board approved policies.
 5. Oversee the development and maintenance of all District parks and facilities to meet the needs of the community.
 6. Oversee the development and operation of the revenue facilities of the district.
 7. Demonstrate leadership that promotes and develops the trust and

respect of board, staff and residents.

8. Serve as primary liaison between Friends of HE Parks Foundation Board of Trustees and Hoffman Estates Park District staff and Board of Commissioners.

B. Planning

1. Recommend goals and objectives for the Park District operation and develop strategies for achieving these goals and objectives.
2. Make recommendations to the board concerning land acquisition and facility development. These recommendations shall reflect thorough analysis of available Park District resources, competing and current public needs and projected community needs.
3. Coordinate the development of a Comprehensive Master Plan, park development plans and a comprehensive capital improvements program. Conduct and/or supervise any research, surveys and feasibility studies necessary for development of these plans and programs. Work in conjunction with consultants as deemed appropriate.
4. Work with the board and citizen committees and implement methods of involving the public in the Park District's planning/decision making process.
5. Be aware of and represent the Park District in all matters pertaining to zoning changes, land development, and related concerns which affect Park District's current and future interests.
6. Create a Strategic Plan which provides for the district's long range mission, vision, values, goals and objectives.
7. Establish and maintain intergovernmental relations and community partnerships which are mutually beneficial.
8. Create and implement programs and plans to be responsive to the ever-changing community demographics.

C. Finance

1. Develop and recommend to the board the yearly working budget, appropriation ordinance and levy ordinance.
2. Exercise sound fiscal management by reviewing and analyzing current fiscal conditions and projecting financial needs and resources.
3. Plan and coordinate efforts to receive federal, state and local funds to assist the District's operations.
4. Supervise preparation of requests for grants from various state and federal programs related to parks and recreation.
5. Work with Park District Treasurer in conjunction with board established policies, procedures and directives.
6. Ensure implementation of fiscally sound policies and procedures.
7. Effectively balance utilization of resources to fulfill the mission and

goals of the district.

D. Personnel

1. Conduct staff meetings, establish staff training programs, supply the staff with significant information from professional and technical publications, and explain and interpret board policy to the staff, all to the end of enhancing staff capabilities and maintaining open and effective staff relations.
2. Act as the official means of communication between the employees of the District and the board.
3. Directly supervise and evaluate all Division Directors, the Executive Assistant and the Administrative Assistant.
4. Select or assist in the selection of administrative and supervisory personnel.
5. Create and manage organizational culture based on district values.
6. Develop and coordinate an effective personnel administration program which includes: personnel policies and procedures, job descriptions, evaluation procedures, clear performance standards, salary and fringe benefit plans, and fair employment practices and procedures.
7. Work with division directors in determining current and future staffing needs and appropriate personnel organization.

E. Public Relations/Communications

1. Maintain good relations with the public, accurately represent to the board the needs of various groups within the community, and maintain and supervise an effective program for handling citizen complaints and inquiries.
2. Develop and maintain a comprehensive marketing program to promote the District's image, parks, facilities, programs and special events.
3. Act as the District representative of the Park District in providing information to the news media, in supplying information to the public concerning board policies.
4. Assure that Park District staff members have the ability to provide and understand the importance of maintaining courteous relations with the public.
5. Promote greater understanding and support of Park District activities by representing the District at various governmental, civic and community functions.
6. Develop and maintain a system of communications with residents and guests based on mutual trust and respect.

F. Political

1. Be thoroughly familiar with the state park code and District policies;

- be aware of other federal, state and local statutes and ordinances, both existing and proposed, which affect District operations.
2. Establish a program of efficient intergovernmental cooperation, and maintain continuing cooperative relationships with staff, appointed and elected officials of other governmental units.
 3. Work with Park District attorney in conjunction with board established policies, procedures and directives in handling of District legal matters.
 4. Understand and effectively manage ever-changing internal and external politics that impact the park district.

G. Safety, Health and Loss Control

1. Support and promote or cause to be changed all policies relating to safety, health and loss control as accepted by the board.
2. Require all responsible personnel to provide regular timely reports and summaries of incidents within the realm of safety, health and loss control.
3. Require and ensure that personnel employed by the Hoffman Estates Park District support, promote or cause to be changed all policies and procedures adopted by the board relating to issues of safety, health and loss control.

H. Professional

1. Maintain membership in significant professional organizations, and participate in workshops, conferences, seminars and programs designed to promote professional development.

Marginal Functions/Responsibilities

1. Review proposed state legislation; maintain contact with state legislators enlisting their support when possible in meeting the Park District's needs for legislative action on a variety of issues.
2. Review or cause the review of all safety policies, accident/injury reports and suggestions relative to safety and loss control in a timely fashion so as to maintain a safe and healthy Park District organization.
3. Be aware of new developments, trends and innovations in professional management of parks and recreation service systems.

Physiological Considerations

1. The Executive Director may feel added pressure from being held responsible for the District's daily operations, financial accountability, and personnel of the Park District.
2. The Executive Director must be able to handle questions, complaints

and concerns from the public and from employees in a professional manner.

3. The Executive Director must be able to work with co-workers.
4. The Executive Director must be able to handle crisis situations.

Physiological Considerations

1. The Executive Director must be able to spend up to 25% of his/her working hours reading/reviewing reports and correspondence.
2. The Executive Director must be able to drive to required meetings and workshops as well as to remote District facilities.

Environmental Considerations

1. The Executive Director will perform responsibilities indoors and outdoors. Lighting and temperature are conditions that may impact how the Executive Director performs his/her responsibilities.
2. The Executive Director may be subject to outdoor weather conditions when he/she must drive to meetings, workshops and other district facilities.

Cognitive Considerations

1. The Executive Director must be able to follow direction given by the board of and complete responsibilities as described.
2. The Executive Director must exhibit good analytical skills and problem-solving ability in completing responsibilities.
3. The Executive Director must use good judgement.

Requirement Competencies

1. Skill in oral and written communications.
2. Possession of a valid Illinois driver's license.
3. Ability to work with minimum supervision.
4. Ability to perform duties and make decisions with initiative, sound judgment, persistence, creativity, integrity, tact and courtesy.
5. Ability to communicate and work effectively with the public, board and staff.
6. Knowledge of fiscal procedures and budgetary planning.
7. Skill to evaluate Park District programs and operations.
8. Knowledge of efficient personnel management techniques.
9. Thorough knowledge of the theory and philosophy of recreation and the ability to interpret this philosophy to others.
10. Ability to understand the recreation needs of the community and to formulate programs designed to meet these needs.

11. Ability to develop, organize and direct a comprehensive community recreation program.
12. Ability to develop, organize and direct a program of acquisition, construction and maintenance of park areas and facilities.
13. Ability to get others to accomplish tasks, move in a certain direction or influence their direction of thought.
14. Certified as a park and recreation professional, CPRP and CPRE with the National Recreation and Park Association and the Illinois Park and Recreation Association.
15. Ability to demonstrate high level of emotional intelligence to effectively resolve highly emotional situations.
16. Provide emotional stability to organization when adversity promotes instability.

Education and Experience

1. Graduate of an accredited university with a Bachelor's Degree in Recreation, Park, Leisure Service, Business, Administration or a related Administrative field. Master's Degree preferred, but not required.
2. Minimum of 10 years of progressively responsible experience in parks and recreation including at least 7 years administrative experience required.
3. At least 5 years of proven and successful experience as a Director of Parks and Recreation is preferred, but not required.

Board Approved: 12/2014

EXHIBIT A

EXECUTIVE DIRECTOR DUTIES

1. Subject to the direction of the Board, to administer the provision of District recreation programs and the operation of District facilities;
2. To keep the Board informed of progress and problems in the District in a timely manner;
3. To develop and recommend District operational policies for consideration and action by the Board; to advise the Board on policy matters as requested; to put into effect and administer approved policies;
4. To provide professional leadership in the District; to study, keep informed of, and stimulate interest of the staff in new developments in parks and recreation through visits to other communities, attendance at educational conferences and encouragement of park and recreation innovation and exploration by the staff;
5. To develop and supervise the divisions of the District, as well as the general operations and the business affairs of the District;
6. To direct the administrative operations of all the District divisions, programs and services; to supervise administrative operations relative to legal, personnel, fiscal, capital developments, public relations, and other business functions;
7. To administer and carry out or cause to be carried out in a timely manner all policies, ordinances, rules and regulations adopted by the Board;
8. To assign and direct research and special studies on issues impacting matters of policy, fiscal concern, planning and/or development; to apprise the Board of findings and to make subsequent recommendations;
9. To attend all meetings of the Board (except for necessary absences) to respond to Board inquiries regarding policy execution, personnel issues, programs and facilities, and other concerns relating to the efficiency, effectiveness and development of the District; to advise the Board of District staff concerns and suggestions;
10. To direct the timely and proper preparation and submission of fiscal control documents such as the Truth-in-Taxation Resolution, the Budget and Appropriation Ordinance and the Tax Levy Ordinance; to administer the budget as enacted by the Board in accordance with the Board's requirements and adopted policies and limitations;
11. To promote park and recreation programs, facilities and services through involvement with professional and civic organizations, and the maintenance of an effective public and media liaison
12. To prepare, or cause to be prepared, requisite records, files and reports of District operations and activities;
13. To represent the District in negotiations and agreements between the District and vendors, school districts, local government agencies and State and Federal Governmental agencies;
14. To have responsibility for the hiring, fixing of compensation, and discipline (including termination) of District employees, consistent with Board policies;
15. To perform other duties as required or assigned by the Board which are generally associated with or related to the position of Executive Director of an Illinois park district and within the scope of the general duties enumerated above.