Announcement of Hiring Search for Executive Director

Our Mission: To enhance our community by providing outstanding services, parks and facilities through environmental, social and financial stewardship.

nbparks.org
Northbrook Park District

On June 29, 1927, the Northbrook Park District was formed. The first order of business was to appropriate an $1,800 budget for fiscal year 1927.

In 1994, the District became the first park district in the United States to be accredited by the National Recreation and Park Association (NRPA) for its management, programming and operational proficiency.

Governed

A seven-member, volunteer Park Board of Commissioners establishes District policy, strategic direction and governing ordinances. Commissioners are elected to serve staggered, four-year terms.

Staff

The District has an appointed Executive Director responsible to the Board of Commissioners for the administration of the District, along with a full-time staff of 76. The District also employs roughly 300 part-time, seasonal and temporary employees and hundreds of volunteers in six Divisions:

- Finance and Technology
- Golf Operations
- Human Resources and Risk Management
- Marketing and Communications
- Parks and Properties
- Recreation

Boundaries

The Northbrook Park District is 17.25 square miles and located in northern Cook County, 26 miles north of downtown Chicago, Illinois. The District lies in Northfield and Wheeling Townships and is bordered by Deerfield and Highland Park on the north, Glenview on the south, Glencoe and Northfield on the east and Wheeling on the west. In addition, hundreds of acres of Cook County Forest Preserve land surround the District. The District serves all of Northbrook, as well as small portions of Deerfield and unincorporated Cook County.

Population

According to the 2020 census, the population of Northbrook is 34,058.

Demographics

The District serves a highly educated, professional community of homeowners with an estimated median household income of $134,516 and a median age of about 50.9 years. Northbrook has 13,111 housing units.

Park Resources

The District maintains 543 acres of land encompassing open space and a variety of facilities. The District has 24 park areas comprised of community parks, neighborhood parks, play lots and passive parks. Unique and premier facilities include Techny Prairie Activity Center, a 44,200 square foot facility offering fitness and recreation, Heritage Oaks Golf Club with the Classic 18 and Legacy 9 courses, Techny Prairie Park and Fields, the Leisure Center, Senior Center, Northbrook Theatre and the Northbrook Sports Center which is home to two full-sized indoor ice rinks. Recreational facilities include two outdoor swimming facilities, 36 holes of golf, a driving range, two sled hills, dozens of baseball diamonds and soccer fields, 19 tennis courts, 18 playgrounds, six dedicated pickleball courts, numerous picnic areas and trails and two fishing lakes.

Programs/Services

The District provides a full range of indoor and outdoor activities and special events. Major recreation programs include fitness, summer camps, ice skating, performing arts, athletics, preschool and aquatics.

In addition to its own programs, the District works with several affiliates to offer recreational opportunities including baseball, hockey, soccer, tennis, biking and skating. To help families with financial need, the District offers scholarships for some camps and programs, working with Youth Services of Glenview/Northbrook to determine need.

Leader in Sustainability

Northbrook Park District places a high level of importance on environmental stewardship. In 2021, the District opened Techny Prairie Activity Center, now the third verified net zero energy building in the state of Illinois, which generates more revenue that is used on an annual basis. Heritage Oaks Golf Club underwent clubhouse construction and course renovations, reopening in August 2021. The project included sustainable construction, strategic design decisions and improvements for stormwater management and naturalized areas. The District’s Comprehensive Master Plan Update adopted by the Board in 2022 calls for the incorporation of climate mitigation into park and facility development.

Affiliations

The Northbrook Park District is a member of the National Recreation and Park Association (NRPA), the Illinois Park and Recreation Association (IPRA) and the Illinois Association of Park Districts (IAPD).

The District is affiliated with the Northern Suburban Special Recreation Association (NSSRA) to provide recreational activities and services for residents with special needs.
Qualifications

The Board of Commissioners is seeking to employ an Executive Director with the following qualifications, characteristics and traits.

1. A bachelor’s degree in park and recreation administration or related field. A master’s degree is preferred.
2. At least 10 years of administrative experience in the park and recreation field. Experience as a director preferred.
3. A person of great integrity, honesty, self-confidence and charisma.
4. Effective interpersonal skills. Must possess compassion and the ability to communicate effectively with all types of individuals.
5. Preferred management style that is collaborative and emphasizes team management.
6. Knowledgeable of park and recreation issues, trends, personnel management, creative financing, marketing and public relations.
7. Comprehensive planning skills and experience. Ability to assess community needs, research trends and develop innovative concepts as they apply to improvement of the agency’s operations and long-range planning.
8. Demonstrated success in administration and budget management. Must have experience in the creation of a sound fiscal program including: capital projects, budgeting, forecasting, development of projects through the referendum process and other alternative funding sources such as foundation/federal/state grants and enterprise operations.
9. An in-depth understanding of the Board/Director relationship and the ability to cultivate a positive working relationship with all Commissioners.
10. Knowledge of the importance of involving communities in collaborative processes for park planning and the belief in the strength of community involvement and participation, including volunteerism.
11. Is accessible and encourages diversity in thought and negotiation among members of the community, government agencies, staff and commissioners.

Salary & Compensation

- $175,000 to $195,000
- Comprehensive benefit package
- Relocation expenses to be negotiated

Financial Information

Fiscal Year Budget

The current budget represents 12 months of activity beginning on January 1, 2023 and concluding on December 31, 2023 including:

- A total 2023 budget of $28.3 million
- An operating budget of $19.4 million
- A capital improvement and repair budget of $6.5 million
- A debt retirement budget of $2.4 million

Debt Rating

The District occasionally issues General Obligation Bonds for capital improvements and holds a Aaa bond rating from Moody’s Investor Service on its outstanding debt.

Real Estate

The 2021 equalized assessed value (EAV) of real estate was $2,774,150,950.

Tax Rate

The 2021 tax rate was $0.458 per $100 of assessed value (5.5% of average real estate tax bill).

Board of Commissioners

<table>
<thead>
<tr>
<th>Name</th>
<th>Elected/ Appointed</th>
<th>Term Expires</th>
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<tbody>
<tr>
<td>Lisa Chalem, President</td>
<td>2016</td>
<td>2025</td>
</tr>
<tr>
<td>Michael Goodman, Vice President</td>
<td>2021</td>
<td>2025</td>
</tr>
<tr>
<td>Mary Ann Chambers, Commissioner</td>
<td>1999</td>
<td>2027</td>
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<tr>
<td>Edward Chao, Commissioner</td>
<td>2023</td>
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<td>Beverly Kumar, Commissioner</td>
<td>2023</td>
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<td>Michael Schyman, Commissioner</td>
<td>2009</td>
<td>2025</td>
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<tr>
<td>David S. Silverman, Commissioner</td>
<td>2023</td>
<td>2027</td>
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Application Procedure

The Board of Commissioners for the Northbrook Park District invites applications for the position of Executive Director.

The Northbrook Park District is an equal opportunity employer.

Applications should be marked personal and confidential. All applicant packets must contain the information for full consideration. Each numbered item below needs to be on a separate page. Please do not bind or staple.

1. Formal letter of application indicating reasons you desire to be a candidate.
2. Current resume needs to include, but not be limited to, employment history, duties, number of employees supervised and budget amount managed.
3. Complete list of accomplishments/completed projects.
4. Provide at least 3 CURRENT (DATED) letters of recommendation. These written references ideally should include a balance of former employers, employees and board members.
5. You must also supply 3–6 PROFESSIONAL references with complete names, addresses and phone numbers. These references need to be different from those providing letters of recommendation and will be contacted by the selection committee upon receipt.
6. Typewritten responses to the following management questions. Please limit your responses to each question to one page.
   a. Describe your management style.
   b. State and discuss your philosophy of parks and recreation.
   c. What issues do you consider to be critically important to the park and recreation field today?
   d. If given the opportunity, how will you attempt to resolve these issues?
   e. If you were chosen for the position, what steps would you take as the District’s new leader in your first 120 days?
7. Complete set of up-to-date credentials which include legal proof verifying educational degrees. Transcript or copy of degree is acceptable.
8. Written permission to contact past employers and written permission to have a criminal background check performed.

How to Apply

Mail Applications to:
SCREENING COMMITTEE
ILLINOIS ASSOCIATION OF PARK DISTRICTS
211 East Monroe Street
Springfield, IL 62701-1186

Direct Questions to:
217-970-7317 or ahoward@ilparks.org

Tentative Selection Process & Timeline

June 30, 2023
Deadline for Applications to be Received

July 2023
Candidate Interviews

August 15, 2023
Tentative Date of Employment