



Round Lake Area *Park District*

Close to Home, Close to Fun!

ANNOUNCEMENT OF VACANCY FOR

EXECUTIVE DIRECTOR

WWW.RLAPD.ORG

OUR MISSION: THE MISSION OF THE ROUND LAKE AREA PARK DISTRICT IS TO PROMOTE HEALTHY LIFESTYLES THROUGH RECREATION PROGRAMS, FACILITIES, AND OPEN SPACES.



ABOUT

MISSION STATEMENT:

To promote healthy lifestyles through recreation programs, facilities, and open spaces.

SUMMARIZING THE COMMUNITY:

The Round Lake Area Park District serves over 58,000 residents of the Village of Round Lake, the Village of Round Lake Beach, the Village of Round Lake Heights, the Village of Round Lake Park, portions of the Village of Hainesville, and portions of the Village of Grayslake with a median household income of \$92,165. The Round Lake Area is located in Lake County 55 miles northwest of Chicago, 6 miles west of Gurnee, and 65 miles southwest of Milwaukee.

SUMMARIZING THE AGENCY:

The District was created through a referendum in March 1974 and is currently celebrating its 50th anniversary. The District offers a variety of events and programs including preschool, summer camps, aquatics, performing arts, challenge course, nature, active adult, and facility rentals, and has 37 full time staff and 85 part time and seasonal staff.

Facilities in the Round Lake Area Park District include:

- Robert W. Rolek Community Center - serves as the district's administrative headquarters and is home to many programs including the district's preschool and active adult.
- Children's Neighborhood Museum – a tot sized replica of a town located in the Robert W. Rolek Community Center built especially for kids ages 1-6 to explore, imagine, and create.
- Aquatic Center – built in the 1990's, the aquatic center is home to the 200,000 gallon outdoor pool. Amenities at the pool include zero depth entry, diving board, and interactive splash pad.
- Prairie Grass Nature Museum – located in the Aquatics Center, the Prairie Grass Nature Museum highlights natural features of Lake

County, has interactive educational displays, and live animals.

- Special Recreation Center – a facility of the Round Lake Area Park District that is dedicated to hosting programs offered and run by the Special Recreation Association of Central Lake County (SRACLC).
- Sports Center – contains an adult-sized regulation indoor soccer field, regulation basketball/volleyball court, and ample multipurpose programming space.
- Renwood Golf Course – an 18-hole golf course that plays 5,200 - 6,200 yards. Complete with club house with bar and grill, partially covered and heated driving range bays, and seasonal indoor simulators.
- Parks in the Round Lake Area Park District:
 - The park district offers 83 park sites totaling more than 750 acres of park land. This includes 41 playgrounds, skate parks, bmx track, disc golf course, basketball, tennis and pickle ball courts, kayak launch, bocce, soccer, and baseball fields. One new park will be acquired and updated in 2024, and Hero Park which will be Lake County's largest fully inclusive playground will be constructed.



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 is preferred.
2. At least 5 years of administrative experience in the park and recreation field. Experience as a director preferred.
3. Possess an understanding of sustainability principles and management of natural resources and the eco-system.
4. A person of great integrity, honesty, self-confidence, and charisma.
5. Effective interpersonal skills. Must possess compassion and the ability to communicate effectively with all types of individuals.
6. Ability to plan, establish, and evaluate a vision for the agency and be accessible to commissioners, and stakeholders.
7. Proven track record of developing strong intergovernmental relationships and cooperative efforts.
8. Demonstrated success in administration and budget management. Must have experience in the creation of a sound fiscal program.
9. 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.

SALARY

COMPENSATION

\$130,000-\$150,000

Additionally, the RLAPD 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, vehicle allowance, a voluntary 457 savings plan, and flexible spending plan. This position is also eligible for yearly bonus consideration following the review of an annual evaluation with the Board of Commissioners. Salary and benefits will be negotiated with the Board of Commissioners based on experience.

FINANCE

FINANCIAL INFORMATION

The Round Lake Area Park District operates on a fiscal year of July 1 – June 30. For Fiscal Year 2023-24, the District's operating budget is \$12.43 million which includes \$1.04 million in debt expenditures, \$1.13 million in capital expenditures, and \$10.26 million in operating expenditures. Property tax revenue makes up approximately 64% of the total budgeted revenue. The District is committed to seeking alternate forms of revenue in the forms of grants, sponsorships, and donations to provide updated, quality recreational opportunities for the community while minimizing the impact to taxpayers. Current capital asset value is \$6.70 million, and the District will be working on a Master Plan for capital replacement and improvement plan.

The District has maintained an Aa2 bond rating from Moody's for more than 11 years. The District currently has a total of \$2.75 million in outstanding bonds. A 2021 series comprises the amount and will be retired by November 2028. The District has a legal debt margin of \$28.62 million.

BOARD

BOARD OF COMMISSIONERS

ELECTED

TIM PASTERNAK, PRESIDENT	2006
NICK METROPULOS, VICE-PRESIDENT	2021
SARAH WRIGHT, TREASURER	2023
NATHALIE ALVAREZ, COMMISSIONER	2023
LISETT SECUNDINO, COMMISSIONER	2023



APPLY

APPLICATION PROCEDURE

THE BOARD OF COMMISSIONERS OF THE ROUND LAKE AREA PARK DISTRICT INVITES APPLICATIONS FOR THE POSITION OF EXECUTIVE DIRECTOR.

THE ROUND LAKE AREA PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

APPLICATIONS SHOULD BE MARKED PERSONAL AND CONFIDENTIAL. ALL APPLICANT PACKETS MUST CONTAIN THE INFORMATION FOR FULL CONSIDERATION.

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 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 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.
 - Describe your management style.
 - State and discuss your philosophy of parks and recreation.
 - 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.

ALL APPLICATIONS AND INQUIRIES SHOULD BE REFERRED TO:

MAIL APPLICATIONS TO:

SCREENING COMMITTEE
ILLINOIS ASSOCIATION OF PARK DISTRICTS
211 EAST MONROE STREET
SPRINGFIELD, IL 62701-1186

QUESTIONS:

217-970-7317

OR

AHOWARD@ILPARKS.ORG



TENTATIVE SELECTION PROCESS

APRIL 26, 2024:
DEADLINE FOR APPLICATIONS TO
BE RECEIVED

MAY 2024:
CANDIDATE INTERVIEWS

JUNE 1, 2024:
TENTATIVE DATE OF EMPLOYMENT