



SUMMIT
PARK DISTRICT

ANNOUNCEMENT OF VACANCY FOR
EXECUTIVE DIRECTOR

WWW.SUMMITPARKS.ORG

OUR MISSION: WE WANT TO PROVIDE A SAFE, POSITIVE ENVIRONMENT FOR A DIVERSE COMMUNITY THAT PROVIDES ENRICHMENT THROUGH OPEN SPACE, RECREATIONAL PROGRAMMING, AND FACILITIES.



ABOUT

At Summit Park District, our vision is to cultivate a vibrant and connected community by expanding our array of programs, events, and community gatherings. We aspire to create an inclusive and engaging environment that fosters growth, well-being, and shared experiences for residents of all ages. Through innovative and diverse initiatives, we seek to strengthen the social fabric of our community, providing opportunities for personal development, recreation, and meaningful connections. Together, we aim to build a dynamic and thriving Summit Park, where every member feels a sense of belonging and enrichment.

Summit Park District was organized and incorporated on July 8, 1947, to provide services to the surrounding community. These services include the preservation of open space, recreational program activities, development and maintenance of parks and facilities and general administration.

The park district is governed by a board of park commissioners composed of five members. The president of the board is elected from among its members for a one-year term. The vice president and treasurer are appointed by the board. The

park district employs a full-time executive director of parks and recreation and other department leaders for the administration, programming, and maintenance of park facilities. Currently, there are two full-time staff members and seven part-time staff. The district also has membership and participates in the activities of state and national professional park organizations.

Facilities:

- Summit Park
 - SPARK Recreation Center
 - Happy Tails Dog Park
 - Skate Park
- Argo Park
- Hanover Park
- Legion Park Summit Park
- Maintenance Garages (2)
- Administrative Building
- Recreation Building
- Shelters (2)



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.
2. Excellent time-management and priority-setting skills.
3. Effective interpersonal skills. Must possess compassion and the ability to communicate effectively with all types of individuals.
4. Administrative skills based on positive human relations, interactive communication skills, and high public visibility.
5. Comprehensive planning skills and experience. Ability to assess community needs, research trends and innovative concepts as they apply to improvement of the agency operations and long-range planning.
6. Demonstrated skills in seeking and writing grants.
7. Demonstrated success in administration and budget management. Experience in the creation of a sound fiscal operation.
8. Strong personnel management skills, including the ability to assign personnel and delegate responsibilities with assurance and accountability.
9. Ability to enhance broad public understanding and support for the agency's services and future needs via marketing and public relations initiatives.
10. Possesses a professional understanding and appreciation of the community's diverse culture. Bilingual skills are a plus.

SALARY

COMPENSATION

\$65,000-\$80,000

(Plus a comprehensive benefit package)

FINANCE

FINANCIAL INFORMATION

Recreation Fund	\$344,000
IMRF Fund	28,200
FICA Fund	25,000
Liability Insurance Fund	40,000
Lighting & Paving Fund	6,500
Park Police Fund	2,500
Debt Service Fund	824,682
Capital Fund	7,000
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Total All Funds	\$1,567,932

BOARD

BOARD OF COMMISSIONERS

ELECTED

MARIBEL SOLIS, PRESIDENT	2019
DALLAS ANDERSON, TREASURER	2022
RUDY SANTOYO, COMMISSIONER	2017
OSCAR PONCE, COMMISSIONER	2019
TONY CERVANTES, COMMISSIONER	2019



APPLY

APPLICATION PROCEDURE

THE BOARD OF COMMISSIONERS OF THE SUMMIT PARK DISTRICT
INVITES APPLICATIONS FOR THE POSITION OF EXECUTIVE DIRECTOR.

THE SUMMIT 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 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

MARCH 29, 2024:
DEADLINE FOR APPLICATIONS TO
BE RECEIVED

WEEK OF APRIL 8, 2024:
CANDIDATE INTERVIEWS

MAY 1, 2024:
TENTATIVE DATE OF EMPLOYMENT