

announcement of vacancy for
EXECUTIVE DIRECTOR



addisonparks.org



THE COMMUNITY

The Village of Addison was established in 1839 and is located west of the Chicago Metropolitan

Area in DuPage County, Illinois. Addison, Illinois

has a population of 37,192 people with a median age of 35.1 and a median household income of \$56,203. The population of Addison is 47.4% White, 41.3% Hispanic, and 7.11% Asian; 54.1% of the people in Addison, speak a non-English language, and 83.2% are U.S. citizens. The most common industries in Addison, by number of employees are manufacturing; retail trade; and accommodation & food service.



ADDISON PARK DISTRICT

The Addison Park District was formed in 1969. It grew out of the prior Village of Addison Recreation Commission. When the district was formed, a number of parks were immediately deeded to the park district. These eight original parks consisted of approximately 50 acres. As of today, the district has 25 park sites encompassing more than 280 acres. The park district consists of nine square miles and serves a population of approximately 37,000. It employs 22 full-time, 8 extended part-time, 160 part-time, and 40 seasonal staff members. The district has two major community parks, Community Park on the east side of Addison and Centennial Park on the west side of town.

Centennial Park houses the Northeast DuPage Special Recreation Association (NEDSRA) and a state-of-the-art fitness facility, Club Fitness. Both of these sites have community centers with a gym, meeting rooms, and activity rooms. Community Park hosts the outdoor Splash Pad as well as the Active Adult Center. Additionally, the park district co-owns a gymnasium with Elementary School District #4 at Army Trail School. The Links & Tees Golf Facility on Lake Street features an outdoor practice range, 9-hole golf course, Putter's Peak adventure mini-golf course, and an indoor golf dome.

OUR MISSION

The Addison Park District mission is to provide the community recreation opportunities through quality recreation programs, facilities, and open spaces.



18-hole
mini golf
course

284
total
acres

4
volleyball
courts

7
tennis
courts

1
disc golf
course

19
baseball
diamonds

9
basketball
courts

25
play-
grounds

14
soccer
fields

11
walking
paths

9-hole
golf
course



QUALIFICATIONS, SKILLS & PERSONAL CHARACTERISTICS

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

- * A person of great integrity, honesty, self-confidence and charisma.
- * Excellent oral and written communication skills.
- * Preferred management style that is collaborative and emphasizes team management.
- * Effective interpersonal skills. Must possess compassion and the ability to communicate effectively with all types of individuals.
- * Knowledgeable of park and recreation issues, trends, personnel management, creative financing, marketing and public relations.
- * 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.
- * Evidence of skills and experience in developing short-range and long-range goals to incorporate the agency's master plan.
- * Must possess the ability to carry out organizational restructuring, yet stay true to the mission and maintain the strength, identity, and traditions of the organization.
- * Five to seven years of administrative experience in the park and recreation field. Experience as a director preferred.
- * Demonstrated skills in seeking outside funding for the agency.
- * 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; e.g. foundations/federal/state grants and enterprise operations.
- * Accessible to commissioners and citizens.
- * 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.



COMPENSATION

The starting salary range for this position is \$93,000 to \$125,000. Salary and benefits are commensurate with experience and will be negotiated with the Board of Commissioners.

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2018 FINANCIAL INFORMATION

Tax Rate (Current)

Cap Funds - .2717

Non-Cap Funds - .1487

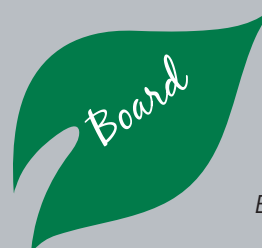
Total Recreation Participants 8,049

Total Recreation Revenue \$ 546,168

Assessed Valuation: \$1,141,051,608

Current Budget: \$ 8,484,798

Fiscal Budget: \$ 8,157,319



BOARD OF COMMISSIONERS

	<i>Elected/Appointed</i>	<i>Term Expires</i>
Mike Capizzano <i>President</i>	1999	2023
Tina Towns <i>Vice President</i>	2009	2021
Thomas Reed <i>Treasurer</i>	2001 2015	2013 2021
Deborah Gayon <i>Secretary</i>	2013	2019
Frank Angiulo <i>Commissioner</i>	2017	2023

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APPLICATION PROCEDURE

The Board of Commissioners of the Addison Park District invites applications for the position of Executive Director. The Board is interested in the selected Executive Director to begin employment at the district tentatively by November 12, 2018. *The Addison Park District is an equal opportunity employer.*

Applications should be marked Personal and Confidential. All applicant packets must be received by September 21, 2018 and must contain the information below in order to meet the Board consideration. **All documents (other than education credentials) must have a left margin of 1.5 inches. 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 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 Illinois Association of Park Districts upon receipt.
- 6) Typewritten responses to the following management questions. Please limit your responses to one page per question.
 - 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) Salary history for the past 5 years.
- 8) Complete set of up-to-date credentials which include legal proof verifying educational degrees. Transcript or copy of degree is acceptable.
- 9) Written permission to contact past employers and written permission to have a criminal background check.



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ALL APPLICATIONS OR INQUIRIES SHOULD BE REFERRED TO:

Mail Applications to:

Screening Committee
Addison Park District
Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186

Email applications to:

cwichmann@ilparks.org

Questions:

Call 217-523-4554 or email
cwichmann@ilparks.org



TENTATIVE SELECTION PROCESS

September 21, 2018:

Deadline for applications to be received

October 11, 2018:

Candidates Presented to the Board

October 19 & 20, 2018:

Board begins Interview Process

November 12, 2018:

Tentative Date of Employment

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