announcement of vacancy for

EXECUTIVE DIRECTOR

SKOKIE
PARK DISTRICT

skokieparks.org

About THE COMMUNITY

The Village of Skokie shares its southern boundary with the City of Chicago and is just minutes from Lake Michigan beaches. Money magazine named Skokie among the 80 fastest-growing suburbs in the nation with more than 64,000 residents within the village. *Chicago Magazine* continues to rank Skokie near the top in its suburban livability rating, praising the Village's schools, entertainment options and nationally-acclaimed municipal services, park district and library. The village is widely-known for its incredible diversity, with more than 90 languages spoken in Skokie homes.

Homeowners make up 72.1 percent of Skokie residents with a median age of 43.8 years. More than 50 percent of residents have a college degree. City of Chicago "L" trains and suburban Pace buses make Skokie easily accessible from the city and adjacent suburbs. In addition, O'Hare International Airport is only 12 miles away.

SKOKIE PARK DISTRICT

The Skokie Park District takes pride in its ability to serve the residents of Skokie and its customers throughout Chicagoland. Whether protecting natural resources, preserving historical sites, or providing thousands of unique recreational opportunities within its 44 parks and more than 240 acres of parkland, the district has offered a multitude of quality programs since 1928. The district is a winner of the "National Gold Medal for Excellence in Park and Recreation Management" and has been named an "Illinois Distinguished Accredited Agency" four times.

The Skokie Park District is renowned for figure skating and hockey, nature programming, cultural arts, sports and recreation, its senior theater troupe, unique programs for its tremendously diverse community, and its green initiatives. The district also offers many popular community special events, including the award-winning Skokie Festival of Cultures, Skokie's Backlot Bash music and street festival, Winter Chilly Fest, a July 4th 3-D Fireworks Festival, Skokie Pride, the Scream Scene haunted house, and many more.

In addition to its array of recreational and leisure programming and its special events, the Skokie Park District also offers summer camps, state-licensed full-day childcare and preschool, and before- and after-school care for grades K-5.

The district operates and maintains a twin rink ice arena, two outdoor swimming pools, a community center, a cultural center for the arts, a leisure center (including a health club and gymnasium), an outdoor nature center with an interpretive center, the Skokie Heritage Museum, a childcare center, a preschool, a community theater venue, The Exploritorium (a children's indoor play and learning space), and an indoor rowing center. Within the district's 44 parks are ball diamonds, playgrounds, basketball, volleyball, pickleball, and tennis courts, a dog park, picnic areas, soccer fields, two golf facilities, butterfly gardens, parking lots, shelters and restrooms.

The park district also works with several affiliates to provide a wide range of programming opportunities such as special needs recreation, baseball, gymnastics, senior services, and a local urban farm adjacent to the district's Tot Learning Center.

The Skokie Park District also is known for maintaining positive working relationships with other local governments that benefit the entire community. It's long-standing partnership with local school districts provides school facilities for park district use and in turn the park district maintains many outdoor spaces for schools.

The district is a member of the Illinois Park & Recreation Association, Illinois Association of Park Districts, and the Maine-Niles Association of Special Recreation.

Our Mission

The Skokie Park District will realize its vision through teamwork, community partnerships, sound fiscal management, and creativity in every area of its operation.

cultural center

44 parks

automated driving range

12 soccer fields

2 aquatic centers

9-hole golf course

childcare center

35 playgrounds

nature center

rowing center

248 total acres

35 basketball courts

40 tennis courts

ice arena

18 ball diamonds

find us online @**SkokieParkDistrict**

QUALIFICATIONS, SKILLS & PERSONAL CHARACTERISTICS

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

- At least 5 years of administrative experience in the park and recreation field. Experience as a director preferred.
- Certification as a Park and Recreation Professional preferred.
- Possesses a professional understanding and appreciation of the community's diverse culture.
- A person of great integrity, honesty, self-confidence and charisma.
- Excellent oral and written communication skills.
- Excellent time-management and priority-setting skills.
- Effective interpersonal skills. Must possess compassion and the ability to communicate effectively with all types of individuals.
- Administrative skills based on positive human relations, interactive communication skills, and high public visibility.
- 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.
- Ability to plan, establish and evaluate a vision for the agency.
- An in-depth understanding of the board/director relationship and the ability to cultivate a positive working relationship with all commissioners.
- Accessible to commissioners and citizens.
- A strong understanding of the mission of a dynamic park and recreation agency and the importance, as well as the role, of the independent board members in accomplishing that mission.

COMPENSATION

The starting salary range for this position is $150,000 to $170,000. Salary and benefits are commensurate with experience and will be negotiated with the Board of Commissioners.

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FINANCIAL INFORMATION

	Tax Rate	Extension
Corporate	.1360	$3,250,950
Recreation	.0633	$1,513,126
Special Recreation	.0334	$ 797,220
Bonds & Interest	.1233	$2,948,275
Other	.1070	$2,548,168

Assessed Valuation:	**$2,390,404,452**
Operating Budget:	**$ 18,021,066**
Debt Service Budget:	**$ 3,292,634**
Capital:	**$ 7,429,507**

BOARD OF COMMISSIONERS

	Elected/Appointed	*Term Expires*
Mike Reid, *President*	2005	2023
Khemarey Khoeun, *VP*	2017	2023
Susan Aberman	2001	2025
Michael Alter	2003	2021
Minal Desai	2019	2025

APPLICATION PROCEDURE

The Board of Commissioners of the Skokie 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 15, 2019. *The Skokie Park District is an equal opportunity employer.*

Applications should be marked Personal and Confidential. All applicant packets must be received by August 30, 2019 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 (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 phone numbers and emails. 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 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) 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.

ALL APPLICATIONS OR INQUIRIES SHOULD BE REFERRED TO:

Mail Applications to:
Screening Committee
Skokie 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

August 30, 2019:
Deadline for Applications to be Received

September 17 or 19, 2019:
Candidates Presented to the Board

September 30 - October 4, 2019:
Board begins Interview Process

November 15, 2019:
Tentative Date of Employment

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