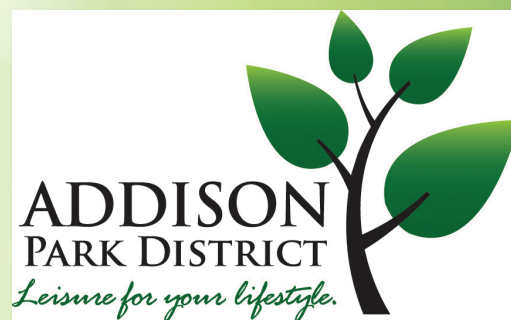




ANNOUNCEMENT OF VACANCY FOR  
**EXECUTIVE DIRECTOR**

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[ADDISONPARKS.ORG](http://ADDISONPARKS.ORG)

**OUR MISSION: TO PROVIDE THE COMMUNITY RECREATION OPPORTUNITIES THROUGH QUALITY RECREATION PROGRAMS, FACILITIES, AND OPEN SPACE.**



# ABOUT

## ABOUT US

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.

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 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 senior leisure 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.

## ANNUAL GOALS

In an effort to fulfill the mission of the Addison Park District; to provide the highest quality recreational opportunities and open space for everyone, the Park District has established the following goals. Each goal will be attained through a set of realistic objectives.

- Provide staff with a working environment that fosters personal and professional growth.
  - Effectively administer the revenues and expenditures of the Addison Park District to maximize programs, facilities, and parks.
  - Develop and administer district-wide marketing initiatives that will enhance participation and revenue.
  - Effectively administer environmental policies/programs to expand open space and conserve natural resource areas for present and future populations of the Addison Park District.
- Develop and maintain recreational facilities and park areas to meet the present and future demands of the Addison Park District.
  - Provide excellent recreational programs/ services and customer support that will enhance the quality of life for all citizens of the Addison Park District.



# QUALIFICATIONS

THE BOARD OF COMMISSIONERS IS SEEKING TO EMPLOY AN EXECUTIVE DIRECTOR WITH THE FOLLOWING QUALIFICATIONS, CHARACTERISTICS, AND TRAITS:

1. A bachelor's degree and experience managing local government finances preferred. At least 5 years in an administrative role.
2. Knowledgeable of park and recreation issues, trends, personnel management, creative financing, marketing and public relations.
3. Experience in facility management from planning stages through day-to-day operations.
4. 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.
5. Evidence of skills and experience in developing short-range and long-range goals to incorporate the agency's master plan.
6. Ability to plan, establish and evaluate a vision for the agency. Leads with commitment to the community.
7. Demonstrated skills in seeking outside funding for the agency and managing large projects.
8. Considerable 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. 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.

## COMPENSATION

**\$110,000 to \$140,000**

**plus a comprehensive benefits package.**

## METRICS

**BUDGET = \$12.7 MILLION**

**ASSESSED VALUATION = \$1.5 BILLION**

**TOTAL RECREATION REVENUE = \$242,718.99**

**TOTAL RECREATION PARTICIPANTS = 3,130**

**CAP FUNDS = .2715**

**NON-CAP FUNDS = .1053**

## PROJECTS

**Community Park** – The district is currently conducting a major park renovation including new pickleball courts, basketball courts, an improved walking path and other amenities. This project, funded by an OSLAD grant, began in September and is in the demolition phase.

**Centennial Park** – Another OSLAD-funded project, this park will host the agency's first inclusive playground, with support and recognition from the Neurological and Physical Abilitation Center. Construction will begin in the spring of 2025.

## BOARD

### BOARD OF COMMISSIONERS

|                                      | ELECTED     | TERM<br>EXPIRATION |
|--------------------------------------|-------------|--------------------|
| <b>MICHAEL CAPIZZANO, PRESIDENT</b>  | <b>2024</b> | <b>2029</b>        |
| <b>FRANK ANGIULO, VICE PRESIDENT</b> | <b>2024</b> | <b>2029</b>        |
| <b>DEAN STATHOPOULOS, TREASURER</b>  | <b>2019</b> | <b>2025</b>        |
| <b>MICHAEL CLEMENTI, SECRETARY</b>   | <b>2021</b> | <b>2027</b>        |
| <b>STACEY RUFFOLO, COMMISSIONER</b>  | <b>2021</b> | <b>2027</b>        |

# APPLY

## APPLICATION PROCEDURE

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

*THE ADDISON 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.
5. You must also supply 3 PROFESSIONAL references with complete names, addresses, and phone numbers.
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

**JANUARY 31, 2025:**  
DEADLINE FOR APPLICATIONS TO  
BE RECEIVED

**FEBRUARY 2025:**  
CANDIDATE INTERVIEWS

**MARCH 2025:**  
TENTATIVE DATE OF EMPLOYMENT