



BYRON
PARK
DISTRICT

ANNOUNCEMENT OF VACANCY FOR
EXECUTIVE DIRECTOR

WWW.BYRONPARKS.ORG

OUR MISSION: "TO ENHANCE THE QUALITY OF LIFE WITHIN OUR COMMUNITY BY PROVIDING PARKS, RECREATIONAL FACILITIES AND RECREATIONAL PROGRAM OPPORTUNITIES IN A FUN, SAFE AND FISCALLY RESPONSIBLE MANNER."



ABOUT

About the Byron Park District

The Byron Park District was established in 1980 at the same time as the Byron Forest Preserve. While the two entities work together, they are completely separate entities. The Park District focuses on offering neighborhood parks, recreation facilities, and recreation programs to the community. The Forest Preserve focuses on preservation, education and outdoor recreation.

The Park District primarily operates within the Byron School District facilities. Through an Intergovernmental Agreement, the Park District is able to offer recreation facilities and programs to the community utilizing the School District's facilities. The Park District contributes to capital improvements to the recreation facilities.

Park District operations are primarily funded by revenue generated through facility fees, program fees, tax dollars, grants, sponsorships, and

interest. These funds provide for the acquisition, development, and maintenance of parks and recreation facilities and recreation programs. The Park District's taxing district follows the School District's boundaries with the exception of Constellation Energy's Byron Generating Station.

A board of five elected commissioners set policy and carry out the official business of the Park District. Park District Commissioners serve six-year terms, without pay. The Executive Director, who is hired by the Board, manages the day-to-day operations of the Park District and oversees a staff of approximately 6 full time and 75 part time employees.

Regularly scheduled Park District Board Meetings are held on the third Tuesday of each month at the Byron PE Center at 6:00 PM, unless otherwise noted. The most up to date Board Meeting schedule may be found on our website, www.byronparks.org. The public is invited to attend and may address the Board during the public comment portion of the meeting.

Parks and Facilities

Blackhawk Meadow Park

In 2001, Byron Park District purchased 9.38 acres of land on Mill Road for the first park in the District's history. Amenities within the park include: two baseball/softball fields, two basketball goals, two permanent Bag Game sets, large picnic pavilion, and a Playground located along a 1/3 mile perimeter walking path. Blackhawk Meadow Park is an on-leash dog friendly park.

Byron PE Center

The original Byron PE Center was a shared facility constructed in 1996 for the School District and the Park District and included two fitness rooms, an aerobics room, an indoor track, and four basketball courts. In 2020, the Byron Park District completed a 14,660 sq. ft. facility expansion featuring a 6,000 sq. ft. fitness center, two 1,800 sq. ft. dance/aerobics studios, a centralized lobby and registration area, a Park District staff office area, and a parking lot addition. Renovations were also completed in the adjacent interior hallways & locker rooms.

Hamas Park

In 2014, ownership of Hamas Park was transferred to the Park District. In 2017, the park was completely regraded and has a playground, boat docks, kayak launch, shelter, parking lot, walking trails, landscaping, and site furnishings.

Joe Parks Athletic Complex/Tennis & Pickleball Courts

The Joe Parks Athletic Complex is owned by the Byron School District. The Park District utilizes the baseball/softball diamonds and a wide variety of soccer fields to provide youth athletic camps and leagues to the community. The complex also has a concession stand, covered dugouts, playground, restrooms, and a shelter. The Tennis and Pickleball Courts are located behind the PE Center on Maple Street.

Tiger Town Park

In 2014, ownership of Tiger Town Park was transferred to the Park District. This park features an inclusive playground, zip line play unit, Dynamo swings, bocce ball court, full-sized basketball court, and a game plaza with permanent ping pong and chess tables.

Donald B. Johnson Riverfront Park

Donald B. Johnson Riverfront Park was purchased from the Johnson family in 2019. The 10 acre property is located on the southwest side of Byron. A portion of the purchase was paid by a grant awarded through the Illinois Department of Natural Resources. Through an additional grant, the site was further developed in 2022 & 2023 to include a playground, parking lots, sidewalks, asphalt & natural trails, a picnic shelter, a fishing station, and a river overlook area.

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 and at least 5 years of administrative experience in the park and recreation field. Experience as a director preferred. Must reside in the agency's boundary within 6 months of employment.
2. A person of great integrity, honesty, self-confidence and charisma.
3. Excellent oral and written communication skills.
4. Excellent time-management and priority-setting skills.
5. Preferred management style that is collaborative and emphasizes team management.
6. Knowledgeable of park and recreation issues, trends, personnel management, creative financing, marketing and public relations.
7. Proven track record of developing strong intergovernmental relationships and cooperative efforts.
8. Strong personnel management skills, including the ability to assign personnel and delegate responsibilities with assurance and accountability.



SALARY

COMPENSATION

\$75,000 to \$95,000

Plus a comprehensive benefit package

FINANCE

2023 Revenues

TAXES

\$1,037,281

CHARGES FOR SERVICES

\$1,120,221

OTHER INCOME

\$756,964

INTEREST INCOME

\$32,805

TOTAL REVENUES

\$2,947,271

2023 Expenses

GENERAL GOVERNMENT

\$391,747

RECREATION

\$1,266,728

CAPITAL IMPROVEMENTS

\$752,200

DEBT SERVICE

\$1,009,834

TOTAL EXPENSES

\$3,420,509



BOARD

BOARD OF COMMISSIONERS

Scott Jeffrey, President

Rachel Oracki, Vice President

Judd Griffith, Treasurer

Bruce Boyle, Secretary

Jeff Wilmarth, Commissioner

APPLY

APPLICATION PROCEDURE

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

THE BYRON PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

APPLICANT PACKETS MUST CONTAIN ALL INFORMATION FOR FULL CONSIDERATION.

1. Formal letter of application indicating reasons you desire to be a candidate.
2. Resume including employment history, duties, number of employees supervised and budget amount managed.
3. 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. Provide 3-6 PROFESSIONAL references with complete names, addresses and phone numbers. These references need to be different from those providing letters of recommendation.
6. 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.
 - What issues do you consider to be critically important to the park and recreation field today?
 - If given the opportunity, how will you attempt to resolve these issues?
 - If you were chosen for the position, what steps would you take as the district's new leader in your first 120 days?
7. Transcript or copy of degree and any certifications.

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

AUGUST 30, 2024:
DEADLINE FOR APPLICATIONS TO
BE RECEIVED

SEPTEMBER 2024:
CANDIDATE INTERVIEWS

OCTOBER 14, 2024:
TENTATIVE DATE OF EMPLOYMENT