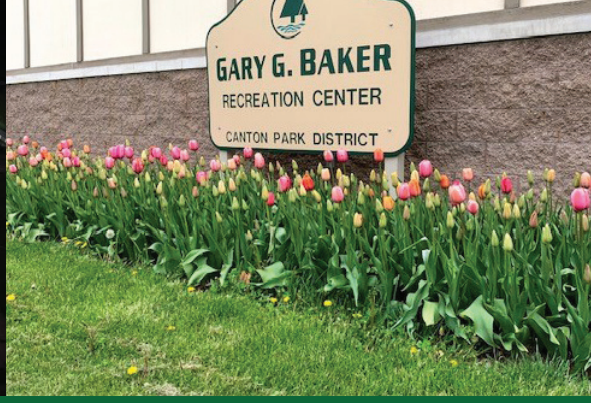

CANTON PARK DISTRICT
1923-2023
100 YEARS

ANNOUNCEMENT OF VACANCY FOR

EXECUTIVE DIRECTOR

WWW.CANTONPARK.ORG

***OUR VISION:** TO PROVIDE, AND PROTECT FOR FUTURE GENERATIONS, DIVERSE OPEN SPACE AND FACILITIES IN AN EFFICIENT MANNER THAT ENHANCES THE QUALITY OF LIFE TO CITIZENS AND USERS OF THE CANTON PARK DISTRICT.*

ABOUT

About the park District:

The Canton Park District was formed on April 3, 1923 and soon purchased land that is now Big Creek Park and Athletic Park. The district has since then expanded to more than 1,400 acres. It is also one of only a handful of park districts in Illinois to own and operate an airport.

In its 101 year history the Canton Park District has had just five Executive Directors and 34 Commissioners. Thanks to being a benefactor of the William P. Ingersoll Trust, the Canton Park District has been able to keep tax rates low. The district has been extremely fortunate to have received many other donations from individuals, businesses, groups, and organizations. Those include everything from monetary contributions, park benches, trees, a Veterans Memorial, and much more. All have helped shape our parks into what they are today.

About the community:

Located in West Central Illinois, Canton was founded in 1825 and is the largest city in Fulton County. Consider us to be approximately mid-way between Chicago and St. Louis. According to the 2020 census, Canton has a population of 13,242 with the county at 33,609.

Canton is a great place to live, work, and raise a family. We have a comparatively low cost of living, an excellent educational system from pre-school through community college…along with a nursing school. Unlike many communities our size, Canton has a state-of-the-art health system including a hospital and clinics providing first-class medical services. There's a fine public library, several childcare options, and a variety of social service agencies. Our downtown offers many locally-owned small businesses offering many goods and services.

Canton will be celebrating its bicentennial in 2025. One can thank the resilience of the citizenry over the past two centuries for the longevity! The community has overcome devastating disasters including fires, floods, tornadoes, and even a natural gas explosion. Canton is known for having capitalized on hard work and a strong entrepreneurial spirit to bring prosperity and pride to not just the City, but the surrounding area as well. That attitude continues to grow and continually make Canton an even better place than before to live, work, and play!

QUALIFICATIONS

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

1. 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. foundation/fedral/state grants and enterprise operations.
2. Ability to plan, establish and evaluate a vision for the agency.
3. A person of great integrity, honesty, self-confidence and charisma.
4. Administrative skills based on positive human relations, interactive communication skills, and high public visibility.
5. Preferred management style that is collaborative and emphasizes team management.
6. Experience in facility management from planning stages through day-to-day operations.
7. 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.
8. Strong personnel management skills, including the ability to assign personnel and delegate responsibilities with assurance and accountability.
9. Maintain and improve community services with a high level of customer satisfaction.
10. Residency in the agency's boundary is preferred.

SALARY COMPENSATION

$75,000 to $105,000

plus a comprehensive benefits package.

FINANCE FINANCIAL INFORMATION

FISCAL YEAR BUDGET

The current budget represents 12 months of activity beginning on January 1, 2024 and concluding on December 31, 2024 including:

- A total budget of $4.5 milliion
- An operating budget of $2.3 million
- A capital improvement and repair budget of $1.9 million
- A debt budget of $300,000

DEBT RATING

The District occasionally issues General Obligation Bonds for capital improvements and holds a AA bond rating from Moody's Investor Service on its outstanding debt.

REAL ESTATE

The 2022 equalized assessed value (EAV) of real estate was $147,546,341.

TAX RATE

The 2022 tax rate was $0.6132 per $100 of assessed value (7.7% of average real estate tax bill).

BOARD BOARD OF COMMISSIONERS

	ELECTED	TERM EXPIRATION
STEPHEN R. CLARK, *PRESIDENT*	**2017**	**2029**
JACKIE A. FOUTS, *VICE PRESIDENT*	**2017**	**2027**
SUSAN L. WALTERS, *SECRETARY*	**1995**	**2025**
MARK A. PIRTLE	**2021**	**2029**
KEVIN R. STEPHENSON	**1995**	**2025**

APPLY

APPLICATION PROCEDURE

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

THE CANTON 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

MAY 24, 2024:
DEADLINE FOR APPLICATIONS TO BE RECEIVED

JUNE 2024:
CANDIDATE INTERVIEWS

JULY 1, 2024:
TENTATIVE DATE OF EMPLOYMENT