Deerfield Park District

ANNOUNCEMENT OF VACANCY FOR

EXECUTIVE DIRECTOR

WWW.DEERFIELDPARKS.ORG

OUR MISSION: **THE DEERFIELD PARK DISTRICT STRIVES TO SERVE THE DEERFIELD COMMUNITY WITH OUTSTANDING PARKS, SERVICES, FACILITIES, AND RECREATION PROGRAMS THAT ENRICH LIVES, PROMOTE HEALTHY LIVING, AND INSPIRE MEMORABLE EXPERIENCES.**

ABOUT

About the Deerfield Community

Deerfield is a suburban community with a population of 19,196, a median household income of $168,568 and a median age of 44.3. Deerfield is among the more affluent communities of the north shore of Chicago. The Village's local economic base is diverse, combining corporate offices and commercial developments with a wealthy residential base. The Village benefits from ease of access to downtown Chicago via the expressway, tollway, and a commuter line.

The Park District is an integral part of the community with its Jewett Park Community Center located in the heart of the downtown institutional plaza comprised of the Deerfield Village Hall, the Deerfield Public Library, and the Deerfield Police station.

The Village is home to one high school, two middle schools and four elementary schools that are all recognized for their excellence in education.

About the Deerfield Park District

The Deerfield Park District was established by referendum in 1951 to provide parks, recreation programs and facilities for residents of all ages. The District is in the picturesque north shore suburbs of Illinois approximately 27 miles northwest of Chicago and encompasses an area of over 5.8 square miles in southern Lake and northern Cook Counties. The District mainly serves the Village of Deerfield and a small portion of the neighboring communities of Bannockburn and Riverwoods. The district serves over 19,000 residents. The area is essentially fully developed, exhibiting a substantial residential sector along with corporate offices and commercial developments.

The park district currently owns or manages 20 parks totaling 204 acres and operates a multitude of facilities. The parks range from small tot-lot areas to neighborhood parks to community parks that provide amenities such as playgrounds, sports fields, basketball courts, tennis and pickleball courts, picnic shelters, paved trails, and seasonal ice-skating areas. The facilities include a 100,000 square foot recreation center, a 38,000 square foot community center, an 18,000 square foot senior center, two outdoor pools and a full-service golf course. The golf course covers an additional 141 acres and includes a clubhouse, learning center and full-service restaurant. Major recreation programs include fitness, summer camps, before and after school care, cultural arts, performing arts, athletics, preschool, aquatics, and adult/senior programming.

The district operates primarily on revenue received from the District's share of real estate taxes, programming, and user fees The district employs nearly 50 full-time employees and several hundred part-time and seasonal staff with an annual budget of $21.3 million including capital expenses. The park district has earned a highly regarded reputation within the community through its quality programs and well-maintained facilities.

The park district has a long history of partnering with School Districts 109 and 113 on shared space agreements within the schools and the parks. This relationship has led to many contributions from all entities to help cover the cost of indoor and outdoor amenities within the community, such as the use of the high school sports stadium and indoor pool and usage of D109 schools for summer camps.

Community Engagement

The park district has an exceptional connection to the community it serves. Through community-wide needs assessments, Citizen Advisory Committees and public meetings for specific projects, the district is continually seeking input and measuring community satisfaction levels. Four citizen advisory committees, (Golf, Recreation Center, Patty Turner Center, and Pools), meet 3 to 4 times per year for feedback and evaluation of specific programs, services, and projects. The district also has an Affiliate Advisory Committee which is comprised of representatives from all district recognized youth and adult sports associations, (baseball, softball, soccer, football, and lacrosse). The affiliates coordinate with the district on scheduling, field use, logistical support, and special events. Within the last nine years, the district has completed two community surveys, (2013 and 2021), which through statistical validity, provided the district with program, service and facility enhancement opportunities to implement.

The Deerfield Park Foundation is a 501(c)3 non-profit organization that supports park district programs, services, and projects. The Foundation is comprised of community members who dedicate their time towards fundraising. These fundraising efforts make it possible to provide individuals financial assistance to participate in programs, offer college scholarships, and support the district's operations.

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, at least 7 years of administrative experience in the park and recreation field, and certification as a Park and Recreation Professional.
2. Effective interpersonal skills. Must possess compassion and the ability to communicate effectively with all types of individuals.
3. Knowledgeable of park and recreation issues, trends, personnel management, marketing and public relations.
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. Proven track record of developing strong intergovernmental relationships and cooperative efforts, and embraces the community's culture.
6. Strong personnel management skills, including the ability to assign personnel and delegate responsibilities with assurance and accountability.
7. An in-depth understanding of the board/director relationship and the ability to cultivate a positive working relationship with all commissioners.
8. 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.
9. A motivational leader who empowers and develops staff at all levels of the agency.

SALARY

COMPENSATION

$165,000 to $195,000

plus a comprehensive benefits package, which includes a vehicle and optional local resident housing.

FINANCE

FINANCIAL INFORMATION

FISCAL YEAR BUDGET

A total 2024 budget of $21.3 million.

An operating 2024 budget of $14.8 million.

A capital improvement and repair budget of $6.1 million.

A debt retirement budget of $386,000.

DEBT RATING

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

REAL ESTATE

The 2022 equalized assessed value (EAV) of real estate was $1,416,179,895.

THE TAX RATE IS 0.620%

The 2022 tax rate was $0.620 per $100 of assessed value (6.5% of average real estate tax bill).

BOARD

BOARD OF COMMISSIONERS

	ORIGINALLY ELECTED	TERM EXPIRATION
JAN CARON	**1991**	**2027**
RICK PATINKIN	**1997**	**2025**
JOE COHEN	**2001**	**2027**
MICHAEL BROWN	**2021**	**2025**
DEBBIE SEROTA	**2021**	**2025**

APPLY

APPLICATION PROCEDURE

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

THE DEERFIELD 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.

Deerfield Park District

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 31, 2024:
DEADLINE FOR APPLICATIONS TO BE RECEIVED

JUNE 2024:
CANDIDATE INTERVIEWS

JULY 2024:
TENTATIVE DATE OF EMPLOYMENT