

*announcement of vacancy for*  
**EXECUTIVE DIRECTOR**



**CHANNAHON  
PARK DISTRICT**

*channahonpark.org*







## THE COMMUNITY

Channahon, Illinois is located 45 miles southwest of downtown Chicago. Interstate 55 passes through the community, and Interstate 80 is two miles to the north. The City of Joliet is contiguous to the east; Village of Minooka and City of Morris to the west; City of Wilmington to the south; and the Village of Shorewood to the north.

Channahon is a Native American name signifying 'The Meeting of the Waters'. The confluences of the Des Plaines, DuPage and Kankakee Rivers form the Illinois River in the area. The community grew in the second half of the 19th century with the construction and operation of the Illinois and Michigan Canal, now owned and managed as a recreational asset by the Illinois Department of Natural Resources. Additional IDNR and Forest Preserve District of

Will County lands and facilities are also located within the district.

The district serves a residential population of approximately 19,000 residents, primarily in the northern region of the district's 44 square mile jurisdiction. The district serves all of the Village of Channahon in Will and Grundy Counties; the portions of the Village of Minooka in Will County; and remaining unincorporated areas in Channahon Township. Median household income is approximately \$89,900.

Residential growth is returning to the community, with 106 new single family housing starts in the Village of Channahon in 2017 and a higher amount projected for 2018.

The primarily southern region of the district is home to many international companies including ExxonMobil, Aux Sable Liquids, Dow Chemical, and INEOS Styrolution. Their stable employment base and high levels of real estate equalized assessed valuation are both solid assets to the park district.

## CHANNAHON PARK DISTRICT

The park district was formed in August of 1971. The district currently employs 23 full-time, 115 part-time, and over 200 seasonal staff members.

Major programming locations include Arrowhead Community Center, which also houses the district's administrative offices; Heritage Crossing Field House, a cooperative venture with Channahon School District 17; Skateland Recreation Center; Tomahawk Aquatic Center, a 890-person bather load outdoor aquatic facility; and Heritage Bluffs Public Golf Club, a nationally recognized 18-hole course on 166 acres.

In addition to Heritage Bluffs, the district owns 441 acres at 30 locations. There are four future parks for development. Over 10,000 program registrations were processed in 2017, with over 1,100 programs offered.

The district works closely with the People for Channahon Parks Foundation. The Foundation has generated \$1.3 million over the last four years to support the development of Arroyo Trails, a new nature based park to bring children and families back to nature. An additional \$250,000 has been raised to support park district and other community recreational needs.

The park district is known for its investments in community partnerships. From Heritage Crossing to volunteer placements, the district works with every local government in the area and committed residents to expand services.

The district is a recipient of the National Gold Medal Award for Excellence in Park and Recreation Management; is an Illinois Distinguished Accredited Park and Recreation Agency; and is accredited at the highest level with the Park District Risk Management Association.

### OUR MISSION

To serve by creating diverse opportunities and experiences that enhance quality of life.

aquatic center

607 acres of park lands

2 community centers

25 parks

roller skating rink

7 picnic pavilions

18-hole golf course

18 play-grounds

2 splash pads

37 athletic fields/ courts

disc golf course



## QUALIFICATIONS, SKILLS & PERSONAL CHARACTERISTICS

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

- \* A person of great integrity, honesty, self-confidence and charisma with excellent time-management and priority-setting skills.
- \* Bachelor's degree in parks & recreation, administration or related field; a master's degree and CPRP/CPRE are preferred.
- \* Five to seven years of administrative experience in the park and recreation field. Experience as a director preferred.
- \* Demonstrated skills in seeking outside funding for the agency.
- \* Strong personnel management skills, including the ability to assign personnel and delegate responsibilities with assurance and accountability.
- \* Ability to provide leadership and development of long-range plans that provide for continued improvement of agency.
- \* Possess excellent oral and written communication skills with ability to communicate effectively with all types of individuals.
- \* Active community leadership with 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.
- \* Preferred management style that is collaborative and emphasizes team management.
- \* Knowledgeable of park and recreation issues, trends, personnel management, creative financing, marketing and public relations.
- \* 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.
- \* 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. foundations/federal/state grants and enterprise operations.



## COMPENSATION

The starting salary range for this position is \$125,000 to \$150,000. Salary and benefits are commensurate with experience and will be negotiated with the Board of Commissioners.

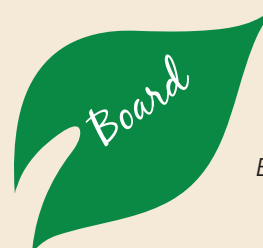


## 2018 FINANCIAL INFORMATION

	Rate Tax	Extension
Corporate	.1113	\$ 993,526
Recreation	.0998	\$ 890,352
Tort Liability	.0145	\$ 128,972
Joint Handicap	.0080	\$ 71,157
Bonds & Interest	.0857	\$ 764,938

**Assessed Valuation:** \$ 889,462,449

**Operating Budget:** \$ 5,284,227



## BOARD OF COMMISSIONERS

*Elected/Appointed      Term Expires*

Robert J. Babich <i>President</i>	2009	2021
Christopher J. Caldwell <i>VP</i>	2013	2019
Ronald D. Lehman <i>Treasurer</i>	1972	2021
Dennis P. Clower	1980	2019
Michael D. Geldean	2017	2023



## APPLICATION PROCEDURE

**The Board of Commissioners of the Channahon 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**

**January 9, 2019.** *The Channahon Park District is an equal opportunity employer.*

**Applications should be marked Personal and Confidential.** All applicant packets must be received by September 28, 2018 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** 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 and phone numbers. 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 one page per question.
  - 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  
Channahon 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

### **September 28, 2018:**

Deadline for applications to be received

### **October 10, 2018:**

Candidates Presented to the Board

### **October 26 & 27, 2018:**

Board begins Interview Process

### **January 9, 2019:**

Tentative Date of Employment