



**FREEPORT
PARK DISTRICT**

ANNOUNCEMENT OF VACANCY FOR
EXECUTIVE DIRECTOR

WWW.FREEPORTPARKDISTRICT.ORG

OUR MISSION: THE MISSION OF THE FREEPORT PARK DISTRICT IS TO PROMOTE THE USE OF RECREATION IN GENERATING AN EXCITING, DYNAMIC QUALITY OF LIFE BY PROVIDING THE HIGHEST QUALITY FACILITIES AND PROGRAMS TO MEET THE EVER-CHANGING NEEDS AND INTERESTS OF INDIVIDUALS OF ALL AGES AND ABILITIES. THE PARK DISTRICT WILL PRESERVE AND PROTECT LAND AND RESOURCES FOR THE ENRICHMENT OF THE COMMUNITY AND FUTURE GENERATIONS.



ABOUT

About the Community

Located in Northwest Illinois, Freeport has a population of 23,973, a median household income of \$44,658, and a median age of 43.4. Freeport is the county seat and largest city of Stephenson County. Known for its robust and historic park system, the Park District is an integral part of the community.

About the Freeport Park District

Freeport's parks and open spaces are a source of great pride for the community. The Park District was established in 1911 and is engrained with history. Today, the Park District manages 12 park sites and over 700 acres of property. The sites range from neighborhood parks to regional destination parks. Krape Park includes over 130 acres of land and is home to picnic shelters, an 18-hole miniature golf course, baseball field, walking paths, carousel, boat rentals, playgrounds, fishing pier, outdoor amphitheater, pickleball courts, and a waterfall. In addition to the facilities in Krape Park, the Freeport Park District provides a diverse selection of amenities throughout its parks including sports fields, basketball courts, tennis courts, skate park, an outdoor aquatics center, gardens, concession stands, a museum, and playgrounds. Park Hills Golf Course is a 36-hole golf course, driving range, and clubhouse facility that is also owned and operated by the Freeport Park District. Recreational program offerings include fitness, sports, cultural arts, aquatics, adult/senior activities, and programs for individuals with disabilities. The Park District employs 20 full-time employees, and over 150 part-time and seasonal staff. Total budget is approximately \$6.8 million including capital expenses.

Community Engagement

Residents are passionate about the parks and programs offered through the Park District. Therefore, the Park Board and staff are connected to the community it serves. The Park District values community feedback through several

channels including public meetings, partnerships, community surveys, social media and direct contact. A community survey was most recently conducted in 2022 and a comprehensive master plan was approved in 2020.

The Freeport Park District also partners with the Freeport Parks Foundation, which is a 501 ©3 non-profit organization that supports recreation programs, services and projects. The Foundation encourages philanthropy and volunteer services that ultimately help the Park District fulfill its mission.

We strive to create lasting memories for our community by enthusiastically responding to and serving their recreational and leisure needs.



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. A master's degree is preferred. At least 10 years of administrative experience in the park and recreation field. Experience as a director preferred.
2. Demonstrated success in administration and budget management. Must have experience in the creation of a sound fiscal program including capital projects and alternative funding sources.
3. Effective interpersonal skills. Must possess compassion and the ability to communicate effectively with all types of individuals.
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. Knowledgeable of park and recreation issues, trends, personnel management, creative financing, marketing and public relations.
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. Must reside in the agency's boundary within 6 months of employment.

SALARY

COMPENSATION

\$98,000 to \$147,000

Plus a comprehensive benefit package

FINANCE

Budget and Fiscal Information

Fiscal Year = April 2024 – March 2025

Total Budget

\$6,798,631

Operating Budget

\$4,482,631

Capital Budget

\$1,708,000

Debt Retirement Budget

\$608,000

Real Estate

The 2023 EAV = \$271,292,132

Tax Rate

The tax rate for the 2023 levy is
\$0.96144.



BOARD

BOARD OF COMMISSIONERS

	<i>Elected/Appointed</i>	<i>Term Expires</i>
Dana Stewart	2003	2027
Sally Petersen	2023	2029
Debbie Schwartz	2011	2029
Denise McIlwain	2021	2027
George Yarzak	2005	2025

APPLY

APPLICATION PROCEDURE

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

THE FREEPORT 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