ANNOUNCEMENT OF HIRING SEARCH FOR EXECUTIVE DIRECTOR

OUR MISSION:
To enrich our community with fun, diverse and safe park and recreation experiences through environmentally and fiscally responsible actions.

SERVING THE COMMUNITIES OF AURORA, MONTGOMERY AND NORTH AURORA
FOX VALLEY PARK DISTRICT

Located in the beautiful Fox River Valley, approximately 39 miles west of the Chicago Loop, the Fox Valley Park District ("District") was organized by voter approval in 1947 to fulfill the community's desire to acquire, preserve and protect scenic vistas and open space along the Fox River. Today, the District is a premier park and recreation organization, serving an ever expanding and diverse customer base in one of the fastest growing regions in the Midwest. Serving 236,000 residents throughout Aurora, North Aurora and Montgomery, the District represents the second largest park district in Illinois, its service area encompassing 65 square miles in Kane, DuPage, Kendall, and Will Counties.

Governance
The District is governed by a seven-member Board of Commissioners, which approves all policy and financial decisions, and appoints the Executive Director, along with the Park District attorney and auditors. The Commissioners are each elected to serve a four-year term.

The Executive Director is responsible to the Board of Commissioners for the administration of the District, along with a full-time staff of 123. The District also employs roughly 900 part-time and seasonal employees throughout seven departments.

- Administrative Services
- Finance
- Marketing
- Operations
- Planning
- Police and Public Safety
- Recreation

Separate boards govern specific aspects of the District. The District participates with six other park districts on the board of the Fox Valley Special Recreation Association ("FVSRA"). The District levies property taxes in its Special Recreation Fund to provide for its share of the cost of FVSRA operations.

The two outdoor aquatic centers operated by the District are jointly owned with the City of Aurora and are governed by a board with representatives from the City of Aurora, District Board of Commissioners, and the community.

The Fox Valley Park Foundation is an IRS 501(c)(3) organization developed to aid the District in the acquisition, conservation, preservation and development of land and open space, and to provide funds for youth enrichment recreation programs. Its board is comprised of District Commissioners and members of the community.

Demographics
The District's service area overlaps six school districts, including Indian Prairie School District 204, Yorkville School District 115, East Aurora School District 131, West Aurora School District 129, Kaneland School District 302, and Oswego School District 308.

- Median Household Income of $79,642
- Median Household Value of $208,500
- Median Age of 34
- Unemployment Rate of 3.8%

The ethnic makeup is 43% Hispanic, 33% White, 11% African American, 11% Asian and 2% Other.

Park Resources and Services
The District owns 171 park sites covering approximately 2,300 acres. In addition, the District leases approximately 62 acres for storage, maintenance, and other District operations. Facilities include three recreation/community centers with combined indoor recreation space of more than 500,000 square feet, a boxing center, a nature center, a living history museum/theme park, two outdoor swimming facilities, an 18 hole golf facility, a nine court indoor tennis facility with a pro shop, 27 outdoor tennis courts, three fitness centers, two indoor running/walking tracks, three skate parks, three dog parks, one horticulture center, three maintenance service centers, and an administrative building. The District also owns and maintains 48 miles of regional trails used for bird watching, bicycling, hiking, and jogging, as well as numerous playgrounds, basketball courts, and athletic fields used for baseball, softball, football, and soccer. Within these facilities, the District offers more than 5,000 recreation programs to its residents and other guests on an annual basis. In 2022, the District welcomed more than 1 million guests to its facilities by providing a variety of amenities and programs.
QUALIFICATIONS

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

1. Effective interpersonal skills. Must possess compassion and the ability to communicate effectively with all types of individuals.

2. Evidence of skills and experience in developing short-range and long-range goals to incorporate the agency’s master plan.

3. Maintain and improve community services with a high level of customer satisfaction.

4. Is accessible and encourages diversity in thought and negotiation among members of the community, government agencies, staff, and commissioners.

5. At least 10 years of administrative experience in the park and recreation field is preferred. Experience as a director preferred.

6. Knowledgeable of park and recreation issues, trends, personnel management, creative financing, marketing, and public relations.

7. 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/federal/state grants and enterprise operations.

8. Strong personnel management skills, including the ability to assign personnel and delegate responsibilities with assurance and accountability.

9. A strong understanding of the mission of a dynamic park and recreation agency and the importance, as well as the role of the independent board members in accomplishing that mission.

10. Possesses a professional understanding and appreciation of the community’s diverse culture.

11. Certification as a Park and Recreation Professional preferred.

SALARY & COMPENSATION

- $175,000 - $195,000
- Excellent Comprehensive Benefit Plan

FINANCIAL INFORMATION

Fiscal Year Budget
The current budget represents 12 months of activity beginning on January 1, 2023, and concluding on December 31, 2023, including:

- Total 2023 budget of $50.7 million
- An operating budget of $35.3 million
- A capital budget of $8.9 million
- Debt retirement budget of $6.5 million

Debt Rating
The District maintains a Aa1 rating from Moody’s and a AA+ rating from S&P Global. The District has $15.3 million in outstanding general obligation bonds with the capacity to issue $21.1 million without referendum.

Tax Rate
A property owner’s tax bill is made up of multiple units of government, which the District considers when developing the tax levy. The District is deeply committed to being a strong, responsible financial steward of public resources. At less than five cents of every property tax dollar, the District represents a minimal portion of a resident’s overall property taxes, while providing a high degree of service and accessibility to all. The 2022 tax rate was $0.41 per $100 of assessed value.

Awards and Affiliations
In October 2020, the District received reaccreditation as a member of the Illinois Association of Park Districts and the Illinois Park and Recreation Association as a Distinguished Accredited Agency. The District has been the recipient of the Government Finance Officers Association Certificate of Achievement in Financial Reporting Award for 21 years and the Distinguished Budget Presentation Award for 12 years along with the Popular Annual Financial Report Award for 5 years.

Board of Commissioners

<table>
<thead>
<tr>
<th>Name</th>
<th>Term Expires</th>
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<tbody>
<tr>
<td>Chuck Anderson</td>
<td>2025</td>
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<tr>
<td>Matt Hicks, Jr.</td>
<td>2027</td>
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<tr>
<td>Marea Berkley Clement</td>
<td>2025</td>
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<td>Jerry Butler</td>
<td>2027</td>
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<tr>
<td>Maryanne Cummings</td>
<td>2025</td>
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<tr>
<td>Allan Broholm</td>
<td>2027</td>
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<td>Joe Grisson III</td>
<td>2025</td>
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APPLICATION PROCEDURE

The Board of Commissioners for the Fox Valley Park District invites applications for the position of Executive Director.

The Fox Valley Park District is an equal opportunity employer.

Applications should be marked personal and confidential. All applicant packets must contain the information below for full consideration. Each numbered item below needs to be a 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 (DATED) 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 selection committee upon receipt.
6. Typewritten responses to the following management questions. Please limit your responses to each question to one page.
   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. Complete up-to-date credentials to include legal proof verifying educational degrees. Transcript or copy of degree is acceptable.
8. Written permission to contact past employers and to have a criminal background check performed.

HOW TO APPLY

Mail Applications to:
SCREENING COMMITTEE
ILLINOIS ASSOCIATION OF PARK DISTRICTS
211 East Monroe Street
Springfield, IL 62701-1186

Direct Questions to Alan Howard at 217-970-7317 or ahoward@ilparks.org

Tentative Selection Process & Timeline

August 18, 2023
Deadline for Applications to be received

August-September 2023
Candidate Interviews

January 1, 2024
Tentative Date of Employment