

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



Macon County  
Conservation District



*maconcountyconservation.org*



## THE COMMUNITY

Macon County Conservation District seeks to fill the position of Executive Director. The Conservation District is located in central Illinois, includes the city of Decatur and is midway between Springfield and Champaign. The Conservation

District is Macon County's entryway to 3,500 acres of nature, wildlife and outdoor recreation. Macon County's residents put nature first in their daily lives and Macon County Conservation District is there to provide them with outdoor experiences while protecting the natural resources and preserving open space. Home to tallgrass prairies, wetlands, and shaded forest trails, you're bound to hear eastern bluebirds calling, glimpse white-tailed deer, and more. A variety of programs, special events, recreational and volunteer opportunities for all ages help Macon County citizens experience all there is to see and do.



## MACON COUNTY CONSERVATION DISTRICT

The Macon County Conservation District is one of only five conservation districts in the state of Illinois. The Conservation District was voted into existence by referendum in 1966 and today serves a population of 105,801. The district owns and manages approximately 3,500 acres of land including six open conservation areas, a state of Illinois designated nature preserve, three historic properties, the historic Governor Richard J. Oglesby Mansion along with several unimproved natural areas. The 24,000 sq. ft. Rock Springs Nature Center is the premiere facility of the district and hosts a variety of nature-related programs. An average of 8,800 school children attend outdoor and nature related field trips each year at Rock Springs. The district has four playgrounds, a 2.2 mile bike trail that connects the city of Decatur to the Rock Springs Nature Center, several fishing ponds, and 26 miles of hiking trails, equestrian trails, 8 picnic shelters and a campground.

The district employs 16 full-time, 25 part-time/seasonal employees with an annual operating budget of approximately \$2.8 million. The district has a strong

relationship with the Macon County Conservation Foundation, which supports conservation efforts and funds annual projects. The executive director works closely with the Foundation Board and the Governor Oglesby Mansion Board of Directors. The executive director is appointed by and reports directly to a five-person board of trustees whose members are appointed by the county board.

The City of Decatur, with a population of 74,710, is the largest city in Macon County. The next largest communities are Mount Zion (population 5,300) and Forsyth (population 3,000). Macon County is in the center of some of the richest farmland in the nation.

Decatur is home to several large industries. Archer Daniel Midland Co., a large agribusiness processing plant, Tate and Lyle Co., a food processing facility and Caterpillar equipment manufacturer all have locations in Decatur. The city is also home to two colleges—Millikin University and Richland Community College.

## Our Mission

To promote the conservation of natural and cultural resources by acquiring, maintaining, and restoring natural areas and so as to leave them unimpaired for future generations.

3,500  
acres of  
land

nature  
center

campground

2.2 mile  
bike trail

6 open  
conservation  
areas

fishing  
ponds

equestrian  
trails

26 miles  
of hiking  
trails

historic  
sites

4  
playgrounds

8  
picnic  
shelters



## QUALIFICATIONS, SKILLS & PERSONAL CHARACTERISTICS

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

- A bachelor's degree in park and recreation administration or related field. A master's degree is preferred.
- At least five to seven years of administrative experience in the park and recreation field. Experience as a director preferred.
- Certification as a Park and Recreation Professional preferred.
- Must reside in the community, preferred.
- Possess an understanding of sustainability principles and management of natural resources and the eco-system.
- Excellent oral and written communication skills and excellent time-management and priority-setting skills.
- Ability to plan, establish and evaluate a vision for the agency.
- Strong personnel management skills, including the ability to assign personnel and delegate responsibilities with assurance and accountability.
- Ability to understand concepts of shared leadership and allowing participation by others to share in the leadership of the organization.
- Ability to enhance broad public understanding and support for the agency's services and future needs.
- Demonstrated skills in seeking outside funding for the agency.
- Preferred management style that is collaborative and emphasizes team management.
- 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.
- A person of great integrity, honesty, self-confidence and charisma.



## COMPENSATION

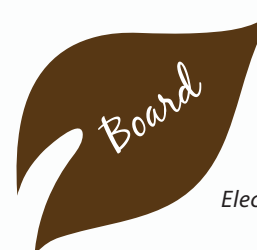
The starting salary range for this position is \$97,000 to \$107,000. Salary and benefits are commensurate with experience and will be negotiated with the Board of Trustees.



## FINANCIAL INFORMATION

	<u>Tax Rate</u>	<u>Extension</u>
Corporate	0.10000	\$1,669,460.89
IMRF	0.00300	\$50,083.83
Audit	0.00180	\$30,050.30
Liability Insurance	0.00420	\$70,117.36
Unemployment Insurance	0.00006	\$1,001.68
Work Comp Insurance	0.00108	\$18,030.18
Social Security	0.00486	\$81,135.80
	0.11500	\$1,919,880.04

<b>Assessed Valuation</b>	<b>\$1,947,699 652</b>
<b>Operating Budget</b>	<b>\$2,832,231</b>
<b>Capital</b>	<b>\$ 993,098</b>



## BOARD OF TRUSTEES

	<i>Elected/Appointed</i>	<i>Term Expires</i>
Darrel Parish, <i>President (filling an unexpired term)</i>	2019	2020
Doug Johnson, <i>Secretary</i>	2016	2021
Dave White, <i>1st VP</i>	2017	2022
Karen Schneller, <i>Treasurer</i>	2018	2023
Nina Bendsen, <i>2nd VP</i>	2019	2024



## APPLICATION PROCEDURE

The Board of Trustees of the Macon County Conservation 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 **October 14, 2019**. The Macon County Conservation District is an equal opportunity employer.

Applications should be marked **Personal and Confidential**. All applicant packets must be received by **August 23, 2019** and must contain the information below in order to meet the Trustees 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 (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 phone numbers and emails. 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 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 set of up-to-date credentials which include legal proof verifying educational degrees. Transcript or copy of degree is acceptable.
- 8) 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  
Macon County Conservation 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

**August 23, 2019:**  
Deadline for Applications to be Received

**September 11 or 12, 2019:**  
Candidates Presented to the Board

**September 16 - 20, 2019:**  
Board begins Interview Process

**October 14, 2019:**  
Tentative Date of Employment