



PEKIN PARK DISTRICT

ANNOUNCEMENT OF VACANCY FOR **EXECUTIVE DIRECTOR**

WWW.PEKINPARKDISTRICT.ORG

OUR MISSION: TO IMPROVE THE QUALITY OF LIFE FOR THE DISTRICT'S RESIDENTS BY PROVIDING BOTH ACTIVE AND PASSIVE RECREATIONAL OPPORTUNITIES IN RECREATIONAL FACILITIES, PARKS AND AREAS.



ABOUT

THE AGENCY:

The Pekin Park District was formed in 1902. Located in central Illinois (10 miles south of Peoria), the district serves approximately 37,000 residents living in the City of Pekin and surrounding areas.

The district offers its residents 17 park locations that total 2,278 acres. Recreation facilities and programs include:

- 80-acre sports complex (baseball, softball, soccer, and football fields, 1.6 mile walking trail)
- Two 18-hole golf courses
- 18-hole miniature golf course
- 4.3-mile Pekin Park bicycle/walking trail
- Waterpark
- Fitness facility with indoor tennis courts (2,040 members)
- Indoor ice skating rink (seasonal)
- Senior center
- Horse stables with boarding, trail rides and programs
- 220-acre Mineral Springs Park in the center of town highlighted by the Pavilion on the Lagoon.
- Extensive recreation programs
- More than 1,400 acres are registered as a land and water reserve

The park district employs more than 34 full-time staff including ten experienced department heads. Part-time employees total up to 265 depending on the season. Typically, the district hires up to 175 seasonal staff each year, topping out at 300 total in the summer (full-time/part-time/seasonal).

THE COMMUNITY:

Pekin is conveniently located halfway between Chicago and St. Louis (about 165 miles from each) and just 10 miles south of Peoria. Nestled along the banks of the Illinois River, Pekin is an idyllic location to live and raise a family. The 31,000 residents of Pekin enjoy a safe and vibrant community.

Neighborhoods, both established and newer, offer many options for affordable quality homes. Pekin Grade School District 108 and Pekin Community High School District 303 offer diverse academic curriculum as well as an opportunity to explore the arts and trades. Pekin public schools have been recognized for academic accomplishments and innovative teaching initiatives. Several church-affiliated schools also offer excellent educational opportunities.

The Pekin Park District provides an extensive park system offering facilities and programs for all ages and interests. Additionally, several very active youth organizations and both school districts operate extensive sports programs and special interest clubs.

Pekin Insurance and Carle Hospital are the largest employers. Additional employment opportunities are available in the town's large industrial park, retail businesses, as well as in Peoria and the surrounding area.



QUALIFICATIONS

THE BOARD OF COMMISSIONERS IS SEEKING TO EMPLOY AN EXECUTIVE DIRECTOR WITH THE FOLLOWING QUALIFICATIONS, CHARACTERISTICS, AND TRAITS:

1. Knowledgeable of park and recreation issues, trends, personnel management, alternative financing, marketing and public relations.
2. At least 3 years of administrative experience in the park and recreation field. Experience as a director or deputy director preferred.
3. 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.
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. Excellent communication skills and a strong aptitude for time-management and priority setting. Must possess compassion and the ability to communicate effectively with all types of individuals.
6. Proven track record of developing strong intergovernmental relationships and cooperative efforts.
7. Must be able to lead the organization through a transformation while maintaining a passion for results with the ability to think and act strategically and stimulate others to do the same.
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. Ability to enhance broad public understanding and support for the agency's services and future needs.
10. Candidates should be willing to relocate to the area.

SALARY

COMPENSATION

\$120,000 to \$150,000

plus a comprehensive benefits package

FINANCE

FINANCIAL INFORMATION

2025 Assessed Valuation: \$571,052,151

Fiscal Year 2026 Budget: \$10,386,124

Funds	Rate	Extension
Corporate	.15956	\$905,519
Recreation	.08600	\$488,059
Special Recreation	.04000	\$227,004
Police	.02500	\$141,877
Liability	.08350	\$473,871
IMRF	.02180	\$123,717
Audit	.00500	\$28,375
Bonds and Interest	.13965	\$792,528

BOARD

BOARD OF COMMISSIONERS

Board Members	Elected	Expires
Greg Ranney	2019	2029
Kyle Cain	2013	2027
Sue McMillan	2021	2029
Gary Gillis	1993	2029
Kristen Walraven	2017	2027
Steve Sours	2023	2027
Mike Dralle	2023	2027



APPLY

APPLICATION PROCEDURE

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

THE PEKIN 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. Resume with employment history, duties, number of employees supervised, and budget amount managed.
3. List of accomplishments/completed projects.
4. Provide 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 PROFESSIONAL references with complete names and phone numbers. These references need to be different from those providing letters of recommendation and may be contacted by the selection committee upon receipt.
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.
 - 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.

ALL APPLICATIONS AND INQUIRIES SHOULD BE REFERRED TO:

AHOWARD@ILPARKS.ORG



TENTATIVE SELECTION PROCESS

JUNE 12:
DEADLINE FOR APPLICATIONS TO
BE RECEIVED

LATE JUNE:
CANDIDATE INTERVIEWS

AUGUST 31:
TENTATIVE DATE OF EMPLOYMENT