



ANNOUNCEMENT OF VACANCY FOR
EXECUTIVE DIRECTOR

WWW.URBANAPARKS.ORG

OUR MISSION: THE MISSION OF THE URBANA PARK DISTRICT IS TO IMPROVE THE QUALITY OF LIFE OF ITS CITIZENS THROUGH A RESPONSIVE, EFFICIENT, AND CREATIVE PARK AND RECREATION SYSTEM AND TO PURSUE EXCELLENCE IN A VARIETY OF PROGRAMS, PARKS, AND SPECIAL FACILITIES THAT CONTRIBUTE TO THE ATTRACTIVENESS OF NEIGHBORHOODS, CONSERVATION OF THE ENVIRONMENT, AND OVERALL HEALTH OF THE COMMUNITY.



ABOUT

Agency Information

The Urbana Park District was formed in 1907 with one park – Crystal Lake Park, and has since grown to include 22 parks and natural areas and several facilities. The UPD manages approximately 575 acres of land, including lands owned and leased.

The Urbana Park District (UPD) works to continue its legacy of delivering parks, natural areas, recreation facilities and programs that improve the quality of life, sense of community and value for residents and users. The UPD is value based, customer oriented, and quality driven. The Board of Commissioners and the staff strongly believe and are committed to the values that honesty is the best policy and that one should treat others the way one would like and expect to be treated. The UPD's agency wide goals include focus on the You Belong Here Inclusion Strategy, Placemaking, Health & Wellness, Trails & Connectivity, and Operational Excellence. UPD also has a strong commitment to environmental education and nature programming, as well as a compelling arts and culture initiative.

The UPD employs approximately 50 full-time staff and roughly 300 part-time/seasonal staff. In calendar year 2023, the Park District had over 311,947 engagements in program registration, facility visits, and other forms of participation, and UPD facilities were rented over 1,300 times. 1,199 programs were offered throughout the district. The UPD had over 600 volunteers in 2023 supporting programs, special events, and natural areas.

UPD is committed to creating and promoting inclusion across all public spaces, places, facilities, and programs that the district manages. Through UPD's You Belong Here Inclusion Strategy, a pillar of UPD's strategic goals, it welcomes and supports recreation experiences for everyone while encouraging an inclusive and responsive staff culture. UPD celebrates inclusion regardless of age, ethnicity, culture, income, ability, interests, gender expression, gender identity, and/or sexual identity; everyone and anyone belongs here!

The Urbana Park District teams up with the

Champaign Park District to fund and operate the Champaign-Urbana Special Recreation Association, which provides recreation programs and leisure services for residents with disabilities. CUSR operates out of their center, located in Champaign.

The UPD maintains a citizen committee called the Urbana Park District Advisory Committee (UPDAC). Since its formation in 1971, UPDAC has studied issues important to Park District residents and provided feedback to the Board of Commissioners. UPDAC meets monthly and provides residents a direct line to the Park District Board and staff.

UPD receives support from an active, non-profit, fundraising organization, the Urbana Parks Foundation, which has distributed over \$2.2 million to the district since 2022.

Summary of the Community Served

Urbana is located in Champaign County in central Illinois and had a population of 38,200 in 2023. The metro area of Champaign-Urbana has a population of 235,600 and is home to the University of Illinois, a major research institution, and Parkland College. In Urbana, the median household income for 2023 was \$45,854 and the median age is 25.5 years old. The community is a unique mix of rural and urban, along with a large diverse student population.



Continuum - sculpture in the Wandell Sculpture Garden at Meadowbrook Park

QUALIFICATIONS

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

1. A bachelor's degree with 5 years of increasing responsibilities and experience in government operations and finance. At least 10 years of experience in the park and recreation field preferred.
2. Strong personnel management experience, including attracting/retaining high quality employees and delegating responsibilities with assurance and accountability.
3. Effective interpersonal skills. Must possess compassion and the ability to communicate effectively with all types of individuals. Respects a diversity of views and priorities and works to achieve responsible compromise.
4. Comprehensive planning skills and experience. Ability to assess diverse community needs, research trends and innovative concepts as they apply to improvement of the agency operations and long-range planning.
5. 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.
6. Experience developing strong intergovernmental relationships.
7. Commitment and experience in DEI hiring and promotion and workplace practices that encourage inclusion.
8. Ability to understand concepts of shared leadership and allowing participation by others to share in the leadership of the organization.
9. An understanding and genuine enthusiasm for the value of public parks and recreation in a healthy community.
10. Reside in Champaign County within six months of employment.

SALARY

COMPENSATION

\$140,000 to \$175,000

Plus a comprehensive benefit package

FINANCE

2022 EAV:

\$697,074,134

2023-2024 Revenues:

\$22,917,890

2023-2024 Total Expenditures:

\$25,964,700

2023-2024 Operating Expenses:

\$8,559,690



An education animal at the Anita Purves Nature Center.

BOARD

BOARD OF COMMISSIONERS

	<i>Elected/Appointed</i>	<i>Term Expires</i>
Michael W. Walker , President	1983	2025
Meredith Blumthal , Commissioner	2010	2027
Roger Digges , Commissioner	2018	2025
Cedric Stratton , Vice President	2021	2027
Laura Hastings , Commissioner	2023	2029

APPLY

APPLICATION PROCEDURE

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

THE URBANA 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. Please describe your top 3 accomplishments.
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 address these issues as it relates to the Urbana Park District?
 - If you are chosen for the position, what are some of the first steps you would take as the district's new leader?
7. Transcript or copy of degree and any certifications.

ALL APPLICATIONS AND INQUIRIES SHOULD BE REFERRED TO:

EMAIL APPLICATIONS TO:

AHOWARD@ILPARKS.ORG

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

FEBRUARY 28, 2025:
DEADLINE FOR APPLICATIONS TO
BE RECEIVED

MARCH/APRIL 2025:
CANDIDATE INTERVIEWS

LATE APRIL 2025:
TENTATIVE DATE OF EMPLOYMENT