



DOLTON PARK DISTRICT

JOB TITLE: Executive Director/Director of Parks and Recreation

Job Description: Under the direct supervision of the Board of Commissioners, the Director is responsible for the implementation of agency policy and the overall management of the park and recreation system. The primary function of the Director is to carry out the Park District's statutory responsibilities and to enact and follow the policies adopted by the Park District Board of Commissioners. He/She shall be the administrative head of all departments and divisions of the Park District, in regards to recreation programming, personnel management, facility development and business management. This position is classified as a permanent full time position with hours starting at 9:00 a.m. – 5:00 pm. The Board will conduct an annual evaluation of the Director of Parks and Recreation.

Essential Functions:

- Directs the activities of the District in accordance with the Illinois Park Code and the policies established by the Board.
- Recommend policies, plans, and programs, and provide the Board with information necessary to the Board's policy making functions.
- Supervise the provision of a broad program of recreation that meet the needs and desires of community residents.
- Organize and supervise an efficient administrative organization for the District.
- Develop, review, analyze and implement operational procedures required to effectively manage the day to day operations and implement Board approved policies.
- Oversee the development and maintenance of all District parks and facilities to meet the needs of the community.



- **Oversee the development and operation of the revenue facilities of the District.**
- **Oversee the recommended goals and objectives for the Park District operation, based on the Comprehensive Master Plan, and develop strategies for achieving these goals and objectives.**
- **Be aware of and represent the Park District in all matters pertaining to zoning changes, land development, and related concerns which affect park District's current and future interests.**
- **Make recommendations to the Board concerning land acquisition and facility development.**
- **Coordinate the development of the District's Strategic Plan and a comprehensive capital improvements program. Work in conjunction with consultants as deemed appropriate.**
- **Work with the Board to implement methods of involving the public in the Park District's planning/decision making process.**
- **Develop and recommend to the Board a three year financial plan and the yearly working budget, appropriation ordinance, prevailing wage ordinance, and tax levy ordinance following specific timelines.**
- **Exercise sound fiscal management by reviewing and analyzing current fiscal conditions and projecting financial needs and resources.**
- **Coordinate with the Board of Commissioners efforts to receive federal, state, county, and local funds to assist in the District's operations.**
- **Supervise preparation of grants from various state and federal programs related to parks and recreation.**
- **Conduct staff meetings and establish staff training programs.**
- **Explain and interpret Board policy to the staff, all to the end of enhancing staff capabilities and maintaining open and effective staff relations.**



- **Work with the Park Board and department heads in determining current and future staffing needs and appropriate personnel organization.**
- **Recruit, interview, and recommend staffing to the Board.**
- **Act as the representative of the District in providing information to the new media in supplying information to the public concerning Board policies.**
- **Promote greater understanding and support of District activities by participating and representing the District at various governmental, civic, and community functions.**
- **Become thoroughly familiar with the Illinois Park Code and District policies, as well as other federal, state, and local statutes and ordinances, both existing and proposed, which affect District operations.**
- **Work with the District's attorney in conjunction with Board established policies, procedures, and directives in handling of District's legal matters.**

Qualifications:

- **Excellent organizational skills and ability to show high level of performance.**
- **Knowledge of fiscal procedures and budgeting planning.**
- **Ability to perform duties with sound judgement, persistent, integrity, tact, and courtesy.**
- **Ability to communicate and work effectively with the public, media, the Board and District staff.**
- **Ability to attend frequent meetings, workshops, and conferences during non-business hours.**
- **Possession of a valid Illinois driver's license.**
- **Passage of a criminal background check and drug/alcohol test.**
- **A bachelor's degree from an accredited college or university with the major course work in business management, public or**



business administration, parks and recreation administration, or closely related field of study.

- **In the discretion of the Board, a comparable amount of directly related experience will be considered as a substitute for the minimum educational requirements.**
- **Certification status as a Parks and Recreational Professional in accordance with the standards of the IAPD/IPRA and NRPA (certification must be obtained within 1 year of of commencement of employment).**