DUNDEE TOWNSHIP PARK DISTRICT

JOB DESCRIPTION

TITLE: Executive Director

DEPARTMENT: Administration

REPORTS TO: Board of Commissioners

Full-time Exempt

POSITION SUMMARY

The Executive Director performs duties as assigned by the Park Board of Commissioners. General responsibilities include but not limited to acting as chief administrative and executive officer having all of the responsibilities, duties, powers and authority normally associated with that position in the State of Illinois, including those described in the essential responsibilities below. Director shall be responsible for directing all operations of the district as authorized by and in accordance with the directions of the Board. The Executive Director is required to actively perform the duties of the position on-site. This is an at-will position.

ESSENTIAL RESPONSIBILITIES, COMMUNICATION, CUSTOMER SERVICE & SAFETY EXPECTATIONS

Essential Responsibilities

- Subject to the direction of the Board, to administer the provision of District recreation programs and the operation of District facilities.
- To keep the Board informed of progress and problems in District in a timely manner.
- To develop and recommend District operational policies for consideration and action by the Board; to advise the Board on policy matters as requested; to put into effect and administer approved policies.
- To provide professional leadership in the District; to study, keep informed of, and stimulate interest of the staff in new developments in parks and recreation through visits to other communities, attendance at educational conferences and encouragement of park and recreation innovation and exploration by the staff.
- To develop and supervise the divisions of the District, as well as the general operations and the business affairs of the District.
- To direct the administrative operations of all the District divisions, programs and services; to supervise administrative operations relative to legal, personnel, fiscal, capital developments, public relations, and other business functions.
- To administer and carry out or cause to be carried out in a timely manner all policies, ordinances, rules, and regulations adopted by the Board.
- To assign and direct research and special studies on issues impacting matters of policy, fiscal concern, planning and/or development; to apprise the Board of findings and to make subsequent recommendations.
- To attend all meetings of the Board (except for necessary absences) to respond to Board inquiries regarding policy execution, personnel issues, programs and facilities, and other concerns relating to the efficiency, effectiveness and development of the District; to advise the Board of District staff concerns and suggestions.

- To direct the timely and proper preparation and submission of fiscal control documents such as the Truth-in-Taxation Resolution, the Budget and Appropriation Ordinance and the Tax Levy Ordinance; to administer the budget as enacted by the Board in accordance with the Board's requirements and adopted policies and limitations.
- To promote park and recreation programs, facilities and services through involvement with professional and civic organizations, and the maintenance of an effective public and media liaison.
- To prepare, or cause to be prepared, requisite records, files and reports of District operations and activities.
- To represent the District in negotiations and agreements between the District and vendors, school districts, local government agencies and State and Federal Governmental agencies.
- To have responsibility for the hiring, fixing of compensation, and discipline (including termination) of District employees, consistent with Board policies.
- To perform other duties as required or assigned to him by the Board which are generally associated with or related to the position of Executive Director of an Illinois park district and within the scope of the general duties enumerated above.
- Supports DTPD's Mission Statement by providing excellent service to the community.
- Completed all additional duties as prescribed by management.

<u>Administration/Budget</u>

- Oversees staff timekeeping and coordinates with payroll to ensure proper compensation.
- Ensures compliance with budgetary limits.
- Assists in onboarding new staff both part time and full time.
- On an ongoing basis, recommend any cost saving procedures thought necessary and continually monitor golf operation for the planned budget expenditures needed to maintain a high quality of service level.

Supervisory Responsibilities

Staffing & Development

- "Staff" may include employee, interns, independent contractors, volunteers, and other personnel.
- Directly supervise staff and carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Recruit, interview, hire, and train staff.
- Plan, assign, and direct work
- Set goals, objectives, and priorities.
- Regularly communicate with staff about work issues and provide feedback on performance.
- Write and deliver performance appraisals.
- Motivate, reward and discipline staff.
- Address concerns and issues of staff, investigation, and resolve.
- Responsible for accuracy of staff timekeeping and associated reporting.
- Oversee the work performed by contractors, consultants, freelancers, and/or vendors.

Communication & Customer Service

- Develops and maintains positive and effective working relationship with coworkers and to promote and maintain high morale and enthusiasm.
- Provides excellent customer service to both internal and external customers.
- Communicates matters of importance in a timely manner.
- Makes recommendations to management for improvements and efficiencies.

- Employee represents the Dundee Township Park District in a professional manner.

Safety & Risk Management

- Maintains a working knowledge of all general and departmental-specific safety rules.
- Uses material handling equipment or staff assistance when lifting and/or moving objects 50 pounds or heavier.
- Reports any work-related injuries to supervisor promptly.
- Immediately reports all accidents and unsafe conditions to the supervisor.
- Attends all required safety program and in-service education meetings.
- Corrects unsafe conditions, if possible, alerts co-workers to potential unsafe conditions and/or reports them to supervisor.
- Instructs co-workers, when necessary, on safety procedures or precautions.

QUALIFICATIONS (KSA) & PHYSICAL REQUIREMENTS

Qualifications

- Educations: Requires a Bachelor degree from an accredited College or University in Recreation, Park Administration, Leisure Studies, or related field.
- Experiences: Minimum of five (5) years of experience serving as a department head or in an equivalent senior leadership role within a park district, parks and recreation, or related administrative field required.
- Licensures: Must possess and maintain a valid Illinois Driver's License (minimum Class "D").
- Certifications and/or Memberships: Certified Park and Recreation Executive (CPRE) strongly preferred; Certified Park and Recreation Professional (CPRP) accepted.

Knowledge, Skills & Abilities

- Good physical condition, sufficient strength, and mobility required.
- Mechanical aptitude required, including the use of tools, equipment, and machinery.
- Ability to speak and understand Spanish strongly preferred.
- Knowledge and skills in technology, or the ability to learn.
- Ability to learn additional software and systems required for business transactions.
- Reading, writing, speaking and understanding English language.
- Possess good problem solving skills and has capacity to act rationally and calmly in high stress and/or emergency situations.
- Ability to work a varied schedule including some nights and weekends as required.
- Ability to pay meticulous attention to detail.
- Ability to execute the essential functions of the position with or without reasonable accommodation.

Physical Requirements

Physical Task	Occurrence	Physical Task	Occurrence
Stand/Walk	Occasionally (4 to 6 hr/day)	Twist	Occasionally (4 to 6 hr/day)
Sit	Occasionally (4 to 6 hr/day)	Squat	Occasionally (4 to 6 hr/day)

Drive	Limited (less than 3 hr/day)	Climb	Occasionally (4 to 6 hr/day)
Bend	Occasionally (4 to 6 hr/day)	Reach over	Occasionally (4 to 6 hr/day)

Lifting	
Light Work Lifting	Light Work Lifting-Lifting 20 pounds' maximum with lifting and/or carrying of objects weighing up to ten pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.
	Medium Work Lifting-Lifting 30 pounds' maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.
	Heavy Work Lifting-Lifting 50 pounds' maximum (with assistance, either mechanical or team lift) with frequent lifting and/or carrying of objects weighing up to 25 to 45 pounds.

WORK ENVIRONMENT & HOURS STANDARD

Work Environment

The work environment is typically that of a recreation setting, with exposure to noise, dust, and temperature variations, as well as other similar conditions. The role may also require outdoor work, with exposure to hot and cold weather and related environmental conditions, as outlined below.	
Weather	Frequent exposure to outside weather from sun, heat, cold, snow, ice, wind and rain, etc.
Noise	From vehicles, equipment, machinery, and tools.
Dust	From district property, sand, turf, grass and pollen. May include some in garage areas.
Vibrations	From vehicles, equipment, machinery, and tools.
Extreme Cold (non-weather)	From refrigerator, freezer, ice.
Extreme Heat (non-weather)	From microwave, toaster, coffee pot, grills, commercial kitchen
Hazards	From physical labor; from equipment, machinery & tools; from exposure to grass, flower beds chemicals.
Confinement	None Known
Other	None Known

Hours Standards

This is a full-time exempt position.

- Standard workweek is Monday through Friday, 40 plus hours per week.
- Work hours are core business hours but can require early mornings or evenings.
- Weekend or holiday hours are required as well as extended hours as needed.
- Available to take calls during non-business hours. Respond to agency emergencies.

NOTE

The above is intended to describe the general content of and requirements for the performance of this job. It is not construed as an exhaustive statement of essential duties, responsibilities, or requirements.

DUNDEE TOWNSHIP PARK DISTRICT

POSITION STATEMENT

Due to the dynamic nature and diversity of work required, it would be unrealistic to expect strictly outlined job descriptions to apply in every case. Job responsibilities may overlap categories at any point in time. Under normal operations, it would be understandable to ask employees to occasionally perform work outside of their normal job description.

POSITION ACKNOWLEDGMENT

- ✓ I have reviewed the position description as designated above and I understand all my job duties and responsibilities.
- ✓ I am able to perform the essential functions as outlined.
- ✓ I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.
- ✓ If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources.
- ✓ I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.
- ✓ I have discussed any questions I may have had about this job description prior to signing this form.

Employee Printed Name:	
Employee Signature:	Date: