

APPLICATION PROCEDURE

The Board of Commissioners of the Downers Grove Park District invites applications for the position of Executive Director. The Board is interested in selecting an Executive Director to fill this position of employment beginning at the District no later than **May 1, 2012**. The Downers Grove Park District is an Equal Opportunity Employer.

All applications or inquiries should be referred to:

**Screening Committee—Downers Grove Park District
Illinois Association of Park Districts
Attn: Peter Murphy
211 East Monroe Street
Springfield, IL 62701-1186
(217) 523-4554**

Applications should be marked personal and confidential.

All applicant packets must be completed by **February 3, 2012** and must contain the information below in order to meet Board 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 and provided in the order specified. 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 limited to, employment history (including dates of employment), duties, number of employees supervised, and budget amount managed.
3. Complete list of accomplishments/completed projects.
4. Provide at least three (3) **current** 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 and phone numbers. 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 response 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?
7. Salary history for the past 5 years.
8. Complete set of up-to-date credentials which include legal proof verifying educational degrees. Transcript or copy of diploma is acceptable.
9. Written permission to contact past employers and written permission to have a criminal background check.

TENTATIVE SELECTION PROCESS

February 3, 2012 **Deadline for Receiving Applications**
March 5, 2012 **Candidates Presented to the Board**
March 16, 2012..... **Board Begins Interview Process**
May 1, 2012..... **Date of Employment**

Downers Grove Park District

Announcement of Vacancy for Executive Director



www.dgparks.org

ABOUT THE COMMUNITY

Since its founding in 1832, Downers Grove has been a strategic location for business and community prosperity. Located 22 miles west of Chicago in southeastern DuPage County, Downers Grove is home to nearly 50,000 residents. Pierce Downer was the Village's first settler who built his home in a beautiful grove of oak trees. Over time, vast prairies, forests and Indian trails evolved into planked roads, then major thoroughfares. Bustling economic districts developed along these transportation routes. When three rail stations, two major airports (O'Hare and Midway) and a network of interstate highways were built within or near the Village, Downers Grove's reputation as a highly accessible location was established. As Downers Grove's popularity grew, its daytime population soared to an estimated 110,000 as employees, shoppers and visitors frequented the Village.

Multiple generations of residents value the high quality of life and convenient amenities that are available in a warm, home town environment like Downers Grove. They also like the diverse housing availability

(including a large collection of historic Sears Homes), safe neighborhoods and comparatively low taxes. In 2001, the Village completed an award winning \$12 million renovation of the downtown area, which revitalized the entire area. In 2010, the Village completed 20 major infrastructure projects. As Downers Grove evolves, it continues to preserve its charming, home town character.



Downers Grove is home to 12 public elementary schools, 2 public middle schools, multiple private schools and two public high schools. The schools have developed a national reputation for academic excellence. Downers Grove is also home to Good Samaritan Hospital which is a Level 1 Trauma Center and has outstanding Neonatal, Cardiac, Cancer and Wellness departments. Several major corporations have their headquarters or other business operations in Downers Grove including Sara Lee, Dover Corporation, Pepperidge Farm and DeVry. The Park District was recently highlighted in an article in CNN's Money Magazine which rated Downers Grove as one of the top ten places to retire in the U.S.

DOWNERS GROVE PARK DISTRICT

Established June 15, 1946, the Downers Grove Park District's boundaries encompass almost 16 square miles and currently is the third largest Park District in DuPage County, serving a resident population of approximately 50,000. The Park District employs more than 50 full-time and 500 part-time and seasonal employees.

The Park District oversees more than 600 acres of land, maintains 49 park sites and special facilities and provides over 2,000 programs and events annually. Its mission is to provide a wide variety of year-round recreation programs, facilities, parks, open space and natural areas that respond to the articulated needs and desires of residents.

Some unique facilities include the historic Downers Grove Golf Club, The Recreation & Fitness Center, a 69,000 sq. ft. facility which includes three gymnasiums, a suspended track, along with exercise studios and meeting rooms. The District's SRA (SEASPAR) is also located in this building. The Park District also operates a historical museum, two natural areas, interpretive center, the Lincoln Community Center, ten lighted ball fields and 17 lighted tennis courts.

In 2011, the District completed the construction of a new outdoor performing arts pavilion (\$1.4 million), shoreline restoration and pathway system at Barth Pond (\$900,000), a new permeable parking lot (\$500,000) and two stormwater / park development projects with the Village of Downers Grove (\$2.5 million).



The Downers Grove Park District has been recognized as a leader in the provision of parks and recreation services through various awards including the National Gold Medal Award; Distinguished Budget Presentation Award; Popular Annual Financial Reporting Award; Certificate of Achievement for Excellence in Financial Reporting; IPRA Conservation Program Award for the District's Wetland Ecology Program; multiple IPRA Showcase Awards and a Best of Show Award; KUDOS Award for Best Catalog; IPRA Outstanding Facility and Park Award – Lyman Woods; IPRA Outstanding Conservation Program Award; Excellence Level A – Loss Control Program Review from PDRMA; a Conservation and Native landscaping award from the EPA and Chicago Wilderness, and the IPRA Outstanding Facility Award for Veterans Memorial Pavilion.

FINANCIAL INFORMATION

2010 Assessed Valuation: \$2,348,156,863

Fiscal Year 2011-2012 Budget: \$20,254,000

<u>Funds</u>	<u>Tax Rate</u>	<u>Extension</u>
Corporate	.1353	\$3,177,056.24
Bonds & Interest	.0147	\$345,179.06
IMRF	.0163	\$382,749.57
Audit	.0007	\$16,437.10
Liability Insurance	.0059	\$138,541.25
Social Security	.0127	\$298,215.92
Recreation	.0636	\$1,493,427.76
Museum	.0248	\$582,342.90
SEASPAR	.0160	\$375,705.10



QUALIFICATIONS, SKILLS & PERSONAL CHARACTERISTICS

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

- Five or more years of experience as an Executive Director or District Administrator; seven or more years of experience as a superintendent or director in parks and recreation organization; or ten or more years of experience as an administrator outside the parks and recreation field.
- Possess a Bachelor's degree with an academic background in parks and recreation, business, public administration, urban planning and management or a closely related field.
- Possess great integrity, honesty, and self-confidence.
- Possess an understanding of the board/Executive Director relationship and the ability to cultivate a positive working relationship with all commissioners.
- Demonstrated capabilities in fiscal management. Must have experience budgeting, development of capital projects both within and outside the referendum process, budget forecasting, and the development of creative funding strategies, including bonds, fundraising, public/private partnerships and grants.
- Proven track record as a decision maker who can prioritize and communicate key objectives to staff and the tactics necessary to achieve organizational goals.
- Ability to mentor staff to grow their careers while focusing on excellent service to the community.
- Willingness and ability to assess community needs, research trends and innovative concepts as they apply to the improvement of the agency operations and long-range planning.
- Understanding of technology and the ability to apply technology to improve operational efficiency.
- Proven track record of establishing and maintaining open communication and collaboration with staff, other agencies, institutions, agency neighbors and governmental entities and ability to develop partnerships with businesses and government agencies.
- Act as an ambassador to the community with ability to resolve with a sense of urgency any concerns expressed by stakeholders including users of facilities or parks; neighbors to facilities or parks; and residents.

PARK DISTRICT BOARD OF COMMISSIONERS

<u>Board Members</u>	<u>First Appointed/Elected</u>	<u>Term Expires</u>
Robert J. Gelwicks, President	2004	2015
Matt Cushing, Vice President	2010	2013
Catherine C. Mahoney, Treasurer	2005	2015
Janet Barr, Secretary	2009	2013
Mark Roman, Commissioner	2011	2015

COMPENSATION

The salary range for the position of Executive Director is \$120,000 to \$160,000 commensurate with experience. Salary and benefits will be negotiated with the Board of Commissioners.