



We're Hiring:

# HR Director

The Downers Grove Park District is searching for: HR Director



## OUR MISSION

Enriching our community through natural area preservation and exceptional recreation, parks, and facilities that inspire memorable experiences.



## OUR VISION

To be the community resource encouraging PLAY for L.I.F.E.

Leadership. Imagination. Fulfillment. Enjoyment



## OUR CULTURE

We believe in a culture where our team members are respected, valued and appreciated. Flexibility in one's life is understood and work-life balance is respected. Innovative thinking is expected and encouraged lacking fear of failure. It is understood that through hard work the organization is committed to assisting in career development. We believe success relates directly to intention, effort and progress.



## OUR CORE VALUES

- **PROFESSIONALISM**  
Committed to fostering a supportive culture that develops, empowers, respects and appreciates residents, volunteers, and staff.
- **INTEGRITY**  
Serving consistently, openly, and honestly.
- **SAFETY**  
Emphasizing a fun environment where residents and staff feel socially, emotionally, and physically secure.
- **AMBITION**  
Leaders in exploring and creating innovative opportunities based on evolving needs and trends.
- **RESPONSIBILITY**  
Preserving and maximizing community resources and partnerships through historical, environmental and fiscal stewardship.

Learn more about Downers Grove Park District at [www.dgparks.org](http://www.dgparks.org) ►



## The Position

DGPD is seeking a candidate to fill this vacancy due to growth. The HR Director position strengthens and supports our entire workforce housed at the main Downers Grove Park District office. The HR Director is directly responsible for the overall administration, coordination and evaluation of the human resource function.



## The Ideal Candidate

The HR Director will be a true generalist with a focus on policies and procedures; benefit administration; payroll review and approval; performance management; compliance with federal, state and local legislation related to all personnel matters; full-cycle recruitment efforts for all exempt, non-exempt, and temporary workers; assists department managers in carrying out their responsibilities on personnel matters; assist with the preparation and administration of the organizations' wage and salary program; implements and annually updates the compensation program; rewrites job descriptions as necessary; conducts annual salary surveys and develops merit pool; coordinates or conducts exit interviews; consults with legal counsel as appropriate; recommends and participates in staff development for the Park District; maintains the HRIS; participates on committees and special projects.



## Work Environment/Physical Demands/Expected Hours of Work

This team member will operate in a dynamic and energetic environment, where innovative thinking towards achieving common success is appreciated and expected. Work will take place indoors in a professional office environment. This is a full time position. The HR Director's schedule will include some weekends and evenings as needed.



## Preferred Education and Experience

Preference would include eight (8) to ten (10) years of progressive HR experience; a master's degree in a related field of study; current SHRM or HRCI certified professional, and experience in a similar professional environment. However, the success of this position lies with the individual, their work ethic and their values, and not necessarily with their resume. Passion, enthusiasm, willingness to learn, and cultural fit are equally important.



## Are we the right fit for you....?

Do our Mission, Vision, Values, and Culture fit your life style? Do you meet the competencies for this job and want to work with others who have the same values? If so, then we are where you belong. Come join us and let's enrich the community of Downers Grove together.



## How to Apply:

Applications are only accepted through our online jobs portal - create a profile and submit your application at [www.dgparks.org/jobs](http://www.dgparks.org/jobs).

[Click here to apply](#) ►