



Village of Lincolnwood



Parks and Recreation Director Recruitment Packet

Submittals are due by November 18, 2015, at 5:00 p.m.
to Charles Meyer, Assistant to the Village Manager, at cmeyer@lwd.org

All questions about the position and process should be directed to Charles Meyer

Village of Lincolnwood

The Village of Lincolnwood, Illinois (12,590 - 2010 census) is seeking a qualified professional to be the Village's Parks and Recreation Director. The current Director is retiring from the field after nine years with the Village along with serving as the most recent Illinois Park and Recreation Association Chairperson. An Illinois Distinguished Accredited Agency, Lincolnwood operates as a professionally managed Home-Rule municipality directly north of the City of Chicago with an area of 2.7 square miles, and a unique blend of residential, commercial, and manufacturing areas. The Village is located in Cook County and is governed by a Board of six Trustees and Village President who appoint a Village Manager who oversees the daily operations of the Village. The Village President also appoints a seven-member Parks and Recreation Advisory Board made up of residents of the Village, which meets on a monthly basis hearing public input, providing direction to the department and making recommendations to the Village Board. In addition to the Parks Department, the Village is a full-service community with Departments for Fire, Police, Community Development, Finance, and Administration. The Department is an integral part of the Village that works extensively with other Departments, the community, and the region as a whole.

Parks and Recreation Department

The Department oversees a \$2,650,000 annual budget and consists of the divisions of Recreation and Parks and Facilities. The Department is responsible for overseeing the Village's Aquatic Center, Lincolnwood's 13 parks and the Community Center. The Department's annual community events include the Turkey Trot, which celebrates its 40th year in 2016, the Touch-a-Truck program, the Summer Concert Series, and the Daddy-Daughter Dance to name a few.

The Director reports directly to the Village Manager. The two divisions in the Department are headed by a Superintendent. The Department includes five full-time staff members, two permanent part-time members and 180 seasonal staff members for the Aquatic Center and Day Camp Programs. The Village benefits from its location adjacent to the City of Chicago with 43,000 residents within a five minute drive of Lincolnwood and with a large portion of program participants coming from the neighboring Chicago community. Additionally, the Village is able to continually produce sufficient revenue through program fees to support over half of the Department's annual budget. The Department works closely with the Public Works Department, which handles the daily maintenance and upkeep for the Department's facilities and Parks.

Recent projects have included the installation of a new fitness spot in Proesel Park in memory of a former Lincolnwood resident; receiving grants for the construction of pedestrian bike-paths and a bridge over Touhy Avenue; and the renovation of O'Brien Park, which is part of the Village's annual Playground Replacement Program. The Village is seeking a creative candidate who will identify and spearhead these types of new projects and programs that build on Lincolnwood's reputation as recreation destination for Lincolnwood and Chicago residents.

Education and Experience

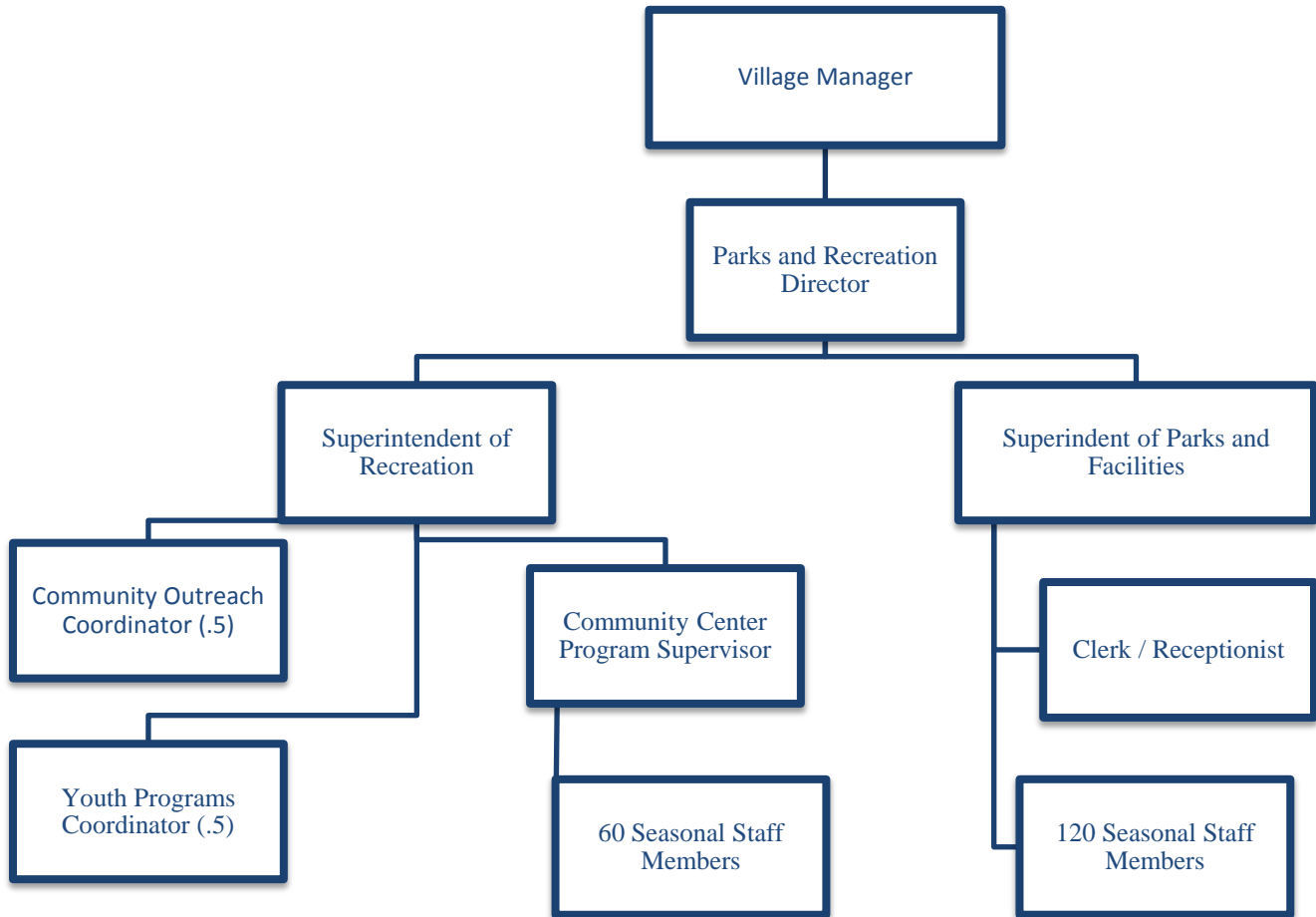
The educational requirements for the position include a Bachelor's degree in park and recreation administration or a related field, from a four-year college or university. A Master's Degree in park and recreation administration or related field is preferred. The position requires at least five years progressive experience in the parks and recreation field. Certified Park and Recreation Professional (CPRP) status or the ability to receive this certification is required within six months of accepting the position.



Analytical and Reasoning Abilities

The Village is seeking a candidate who can view complex issues with the ability to define problems, collect data, establish facts, and draw conclusions that can then be implemented. The successful candidate should have the ability to work with mathematical concepts, including the ability to work with fractions, percentages, ratios, and proportions and to critically evaluate programs and plans.

Parks and Recreation Department Organizational Chart (Six FTEs)



Duties and Responsibilities of the Position

The position is responsible for several routine duties associated with its role as Director. The following list provides a summary of some of the typical duties of the position:

- Supervises, selects, trains, directs, and evaluates department personnel, and monitors all activities and operations of the department; sets goals and objectives and establishes guidelines for performance
- Supervises acquisition, planning, design, construction, and maintenance of recreation facilities; coordinates with other Departments on routine maintenance and special repair projects
- Studies local conditions and develops immediate and long range plans to meet recreational needs of all age groups. Advises Village Manager on long-term strategic planning for all parks and park programs
- Prepares budget and directs expenditure of department funds and keeping of department records
- Attends regular Parks and Recreation Board meetings and reports recommendations and direction to Village Manager along with attending Village Board meetings as needed
- Establishes relationships with the community and develops partnerships and sponsorships for Department programs

Anticipated Projects

The Village has several projects that will be managed and directly implemented by the Parks and Recreation Director. These projects include:

- Overseeing the construction of two bike paths that will eventually link the City of Chicago to the State of Wisconsin including the construction of an overpass on Touhy Avenue
- Completing a master plan for the Henry Proesel Aquatic Center
- Organizing the 40th anniversary of the Village's Turkey Trot 5K Run/Walk, 10K Run and Drumstick Dash
- Developing and implement new programs for summer, fall, winter and spring seasons
- Maintaining the Village's accreditation as an Illinois Distinguished Accredited Agency
- Continuing to identify and develop sponsorship relationships and partnerships with local organizations

Parks and Recreation by the Numbers

The Department prides itself on being a destination for residents and families throughout the Chicagoland area. It is anticipated for the 2016 Budget Year the Department will serve thousands of residents with dozens of programs including:

- Aquatic Center
 - Daily Admissions: 9,700
 - Memberships: 3,200
 - Swim Team Participants: 180
 - Swim Lesson Classes: 10
 - Swim Lesson Participants: 450
- Seniors
 - Senior Club Memberships: 100
 - Programs and Classes: 45
- Camps
 - Programs: 14
 - Participants: 1,100
- Special Events and Rentals:
 - Annual Special Events: 14
 - Turkey Trot Participants: 1,750
 - Teen Programs: 4
 - Community Center Rentals: 120

Salary and Benefits

The Village offers a comprehensive benefit package and competitive salary. As a full-time and exempt position, the Director is eligible for the Village's health, life, dental insurance plans along with paid time off for vacation, holidays and sick days. The position is enrolled in the defined-benefit pension plan available through the Illinois Municipal Retirement Fund (IMRF). The Village annually reviews the compensation plan with a comprehensive triennial salary study to ensure that the Village provides a competitive salary. The salary range for the position is \$96,189 – \$129,969 with the starting salary dependent on the qualifications of the successful candidate.

Recruitment Process

The Village is an equal opportunity employer and encourages all interested parties to apply for the position within the guidelines outlined in this section. To apply, please submit a resume, cover letter, and three professional references to Charles Meyer, Assistant to the Village Manager, 6900 North Lincoln Avenue, Lincolnwood, IL 60712, or by e-mail at cmeyer@lwd.org. Electronic submissions are preferred. **The application deadline is November 18, 2015, at 5:00 p.m.**



Following the submission deadline, the Village will be reviewing all applicants and will be conducting a comprehensive recruitment process for the position. It is anticipated that there will be at least two series of interviews along with a practical examination component. The Village reserves the right to adjust its evaluation process at any time while the position is vacant.

Map of Lincolnwood Parks and Amenities

Our Parks

The Lincolnwood Parks and Recreation Department encompasses approximately 1,728 acres, much of which is occupied by residential and business land uses. Included in the Village boundaries are 13 parks, totalling over 50 acres.

- 1 **Arthur M. Goebelt Park**, 6621 Kilbourn Ave.
Ammenities: Playground equipment, 1/2 court basketball court
- 2 **Central Park**, 6451 Central Park Ave.
Ammenities: Playground equipment, 1/2 court basketball court, two tennis courts
- 3 **Lincolnwood Centennial Park**, 6801 McCormick Blvd.
Ammenities: Park features sculptures, walking and jogging paths; dogs on leashes are allowed. Also includes an outdoor amphitheater, disc golf, a stage that doubles as a fishing platform and an area for small craft access to the channel.
- 4 **Charles L. O'Brien Park**, 7260 East Prairie Rd.
Ammenities: Playground equipment, 1/2 court basketball court
- 5 **Columbia Park**, 3745 Columbia Ave.
Ammenities: Playground equipment, 1/2 court basketball court
- 6 **Drake Park**, 6750 Drake Ave.
Ammenities: Playground equipment, 2-1/2 court basketball courts
- 7 **G.G. Rowell Park**, 6555 Albion Ave
Ammenities: Playground equipment, 1/2 court basketball court
- 8 **Henry A. Proesel Park**, 7030 Lincoln Ave.
Ammenities: Swimming pool, baseball/softball diamonds, two full basketball courts, teen play area, children's playground area, picnic facilities, pergola sitting area, 3 lighted tennis courts, in-line skating rink, outdoor ice skating rink, 2 volleyball courts
- 9 **Kenneth Park**, 7255 Kenneth
Ammenities: Playground equipment, 1/2 court basketball court
- 10 **Kildare Park**, 7245 Kildare Ave.
Ammenities: Playground equipment, 1/2 court basketball court
- 11 **M. Lester Flowers Park**, 4520 Pratt Ave.
Ammenities: Playground equipment, 1/2 court basketball court, two tennis courts, baseball field
- 12 **Richard R. Rossi Park**, 7025 Keystone Ave.
Ammenities: Playground equipment, 1/2 court basketball court
- 13 **Springfield Park**, 3901 Arthur Ave.
Ammenities: Playground equipment, 1/2 court basketball court, and skate spot

