

*Announcement of vacancy for*  
**Executive Director**



*Your Fun & Fitness Destination!*

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## *Welcome to the La Grange Community!*

Located roughly 14 miles west of downtown Chicago, the Park District of La Grange serves a three-square-mile area almost contiguous with the boundaries of the beautiful west suburban Village of La Grange.

La Grange boasts a hometown atmosphere and abundance of unique shops and excellent restaurants in its vibrant downtown area. The Village is known for its unique and notable events including the La Grange Craft Fair, Hometown Holidays, West End Arts Festival, and Farmers Market. Pet Parade Charities coordinates the long-standing La Grange Pet Parade. La Grange is an award-winning Village, featured prominently in several magazines such as Chicago Magazine and West Suburban Living, including a Best Downtown and Best Places to Live designation. La Grange is served by an excellent educational system anchored by nationally ranked Lyons Township High School.

## *Who We Are*

The Park District of La Grange was established in 1929 when it acquired Gordon Park, Sedgwick Park, Waiola Park, and Gilbert Park. From 1970 through 1997 the park district acquired four additional parks. Its original headquarters was located at the La Grange Police Department, and in 1979 the District opened new offices at a converted ranch house in Denning Park. While a land-locked community, the District was able to expand and it now maintains 78.5 acres of parkland at 11 locations and offers over 1500 recreation programs annually for its more than 15,000 residents. An intergovernmental agreement with nearby Countryside allows the District access to their green space for programming while offering resident rates to their residents for recreation programs and memberships. The opening of the new 75,000 square foot recreation center in 2006 enabled the district to vastly increase its services to the community and houses all departments under one roof. The facility includes three basketball courts, a track, program rooms, an indoor playground, early childhood program space, and a banquet room. The Chicago White Sox Academy runs a satellite instructional location at the recreation center, and the offices of the Illinois Parks & Recreation Association are also housed there. With the assistance of a PARC grant, La Grange Fitness was developed within the recreation center, and the 9,000 square foot state-of-the-art fitness center opened in September 2017. The Park District prides itself on its year-round events, athletics, preschool, and recreational programs that serve La Grange and many surrounding communities.

## *Financials*

FY 22 Total Fiscal Budget is \$8,105,000 of which \$2,250,000 is for Capital Projects, \$1,106,000 is for Debt Service, \$527,000 for Fitness, \$2,576,000 for Recreation Programs, \$1,043,000 for General, and \$603,000 for other Special Revenue Funds. The 2019 EAV was \$740,549,627 which represents a 0.6% increase over 2018. FY22 Budgeted Tax Revenue \$3,109,000.

## *Mission*

Our mission is to provide quality recreation programs, facilities, and parks that enhance the health, happiness, and quality of life of park district residents and program participants.

## *Vision*

To be recognized in La Grange as a community-based provider of exceptional parks and recreation opportunities.

## *Values*

We strive for excellence in serving the well-being and recreation needs of our community through a collaborative, innovative, and sustainable approach. The Park District values environmental stewardship, inclusiveness, accessibility, service, and fiscal responsibility in all it does.

## *Position Summary*

The Executive Director we seek will have experience in delivering high-quality parks and recreation services; focus on fiscal stewardship; and be a strong, collaborative leader; able to combine vision, creativity, and innovation in the oversight and development of the parks, the programs, and the District's facilities. The Director is responsible for the implementation of Park District policy and the overall management of the District's parks and recreation system. The primary function of the Executive Director is to carry out the District's statutory responsibilities and to enact and follow the policies adopted by the District's Board of Commissioners. The Executive Director shall be the administrative head of all Superintendents and divisions of the District, regarding recreation programming, personnel management, facility development, and business management. The Executive Director oversees the Director's Office, Recreation Department, Parks, and Maintenance Department, E.D.P Office, and the District's Administration Office. The Executive Director reports to the Board of Commissioners. The five-member volunteer elected Board of Commissioners establishes Park District policy and strategic direction and creates the ordinances that govern the Park District of La Grange. The District employs 16 full-time staff, 45 part-time staff, and 45 part-time seasonal staff members.

## *Education & Experience Requirements*

A bachelor's degree from an accredited college or university with major course work in business management, public or business administration, parks and recreation administration, or a closely related field of study is required. A Master's Degree in Parks and Recreation, Public Administration, or a closely related field is preferred. At the discretion of the Board, however, a comparable amount of directly related experience will be considered as a substitute for the minimum educational requirements. The Executive Director must have at least five (5) years of related experience in an upper-level management/administrative position, preferably in the field of parks and recreation. At least one year experience as an Executive Director preferred. Experience in developing working relationships between organizations and individuals.

## *Position Mandatory Qualifications*

- Excellent organizational skills with the ability to demonstrate high-level performance.
- Knowledge of fiscal procedures and budgetary planning.
- Knowledge of efficient personnel management and ability to lead and train staff.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to provide leadership in park planning, design, and capital construction.
- Computer fluency and understanding of business applications.
- Ability to work with minimal supervision.
- Ability to communicate and work effectively with the public, media, the Board and District staff.
- Skill to evaluate the District's programs and operations.
- Ability to attend frequent meetings, workshops, and conferences during non-business hours.
- Submit to and pass a criminal background check and drug screening.
- Extensive knowledge of (and experience in) modern principles and practices of parks and recreation administration.
- Expert knowledge of current federal, state, and county laws and regulations affecting park districts, and the ability to interpret and apply them correctly.
- Ability to establish and maintain effective working relationships with subordinates, coworkers, county officials, public-and private-sector organizations, community groups, and the public.

## *Position Desired Qualifications*

- Working knowledge of rules, regulations, and ordinances pertaining to recreation programs and facilities, including State and Federal compliance agencies.
- Experience evaluating park district programs, facilities, and operations.

### *Position Desired Qualifications Continued...*

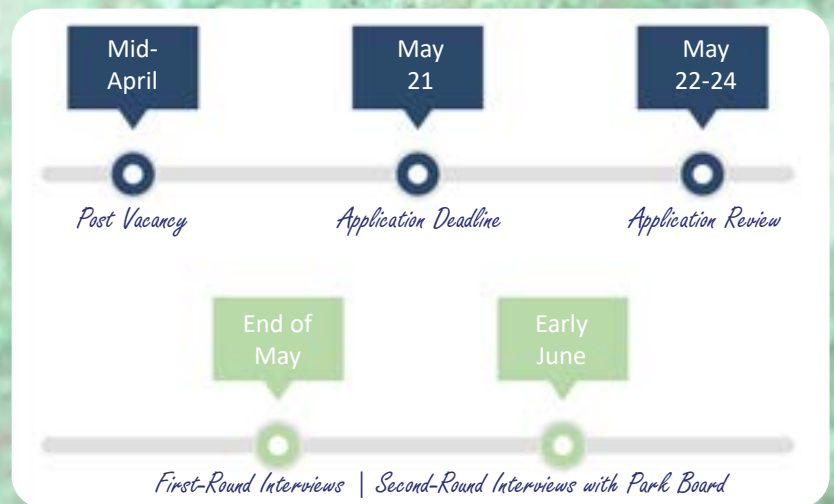
- Ability to develop, organize, and direct a comprehensive community recreation program based on assessing the recreational needs of the community.
- Ability to develop, organize and direct a program of parks development and maintenance.
- Ability to develop, organize and direct a program of acquisition, construction, and maintenance of park areas and facilities.
- Ability to design and implement long term strategic park and land use, programming, community outreach, and communications plans.
- Extensive knowledge of (and experience in) the principles and practices of community-based services, and volunteer and outreach programs.
- Experience preparing and submitting grant applications.

### *Essential Personality Traits & Characteristics*

Collaborator and team-builder; People-oriented; Problem solver/critical thinker/decisive; Fosters creativity and innovation; Strong work ethic; Accountable and responsible; Ethical and civic-minded; a connector. The Executive Director should also exhibit a thorough understanding of equity, diversity, and inclusion and know how to actualize it.

### *Compensation & Benefits*

The hiring salary range is \$98,360-\$120,000. The District offers a comprehensive benefits package including health insurance, dental insurance, life insurance, and membership in the Illinois Municipal Retirement Fund (IMRF). A cell phone, laptop, and reimbursement for use of personal vehicle are provided with this position. The Park District benefits package also includes paid vacation days (10), sick leave, holidays (10), and potential for annual merit increases. Professional development is encouraged!



Candidates should apply via email to [rayo@recreatepro.com](mailto:rayo@recreatepro.com), with a resume, cover letter, and contact information for three professional references. The Park District of La Grange is an Equal Opportunity and Reasonable Accommodation Employer.

*All application inquiries should be referred to:*

Ray Ochrowicz, Executive Decisions Consulting  
[Rayo@recreatepro.com](mailto:Rayo@recreatepro.com) or (630) 418-0991