

Application Procedure

The Lincoln Park District Board of Commissioners invites applications for the position of Executive Director. The Board will select an Executive Director to fill this position and begin employment at the district approximately on March 10, 2021.

The Lincoln Park District is an Equal Opportunity Employer.

All applications or inquiries should be referred to:

Lincoln Park District Attn: John Andrews

Selection Process

Deadline for Applications to be Postmarked by...

January 27, 2021

Applicant Interviews will be conducted during the month of February

Tentative Date of Employment...

March 10, 2021

Application Procedure (Continued)

All applicant packets must be postmarked by January 27, 2021 and must contain the information below in order to meet Board consideration. Each numbered item below needs to be on a separate page. Please do not bind or staple.

1. Formal letter of application indicating reasons you desire to be a candidate.
2. Current resume including, but not limited to, employment history, number of employees supervised and budget amount managed.
3. Complete list of accomplishments/completed projects.
4. At least three (3) current letters of recommendation. These written references ideally should include a balance of former employers, employees, & board members.
5. Three to six (3-6) professional references with complete names, addresses, & phone numbers. These references need to be different from those providing letters of recommendation & will be contacted by the Lincoln Park District 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 & discuss your philosophy of parks & 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?
 - E) If chosen for the position, what steps will you take as the district's new leader in your first 120 days?
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.

Announcement of Vacancy for Executive Director



1400 Railer Way

Lincoln, IL 62656

www.lincolnparkdistrict.com

* Application Procedure continued on reverse side of brochure.

Lincoln Park District

The Lincoln Park District was formed in 1961. Located in central Illinois, the district serves approximately 30,000 residents in the City of Lincoln and surrounding areas. The Park District currently employs seven full-time, 22 part time, and 15 to 25 seasonal part-time employees. The district offers its residents 91 acres of green space at 4 locations.

Recreation facilities & programs include:

- Family Aquatic Center
- Indoor Sports Center—this 22,000 square foot facility features the Fit Zone with both strength & cardio rooms, personal training & fitness classes. In addition, four full-size courts offer a choice of tennis, basketball, volleyball, or pickleball. A walking/running track is also available.
- Pete Andrews Baseball Complex with three diamonds.
- Tri Plex Softball Complex with 3 diamonds, & the John Kocka T-Ball Field.
- Driving Range
- 42-acre Memorial Park

Lincoln Park District plays a vital role in the community & is actively involved in partnering with ALMH Community Health Collaborative, along with a wide variety of local businesses.

Lincoln, known as the “namesake city,” is the only city to be named for and christened by Abraham Lincoln before he became president. Centrally located along historic Route 66, Lincoln is midway between Chicago and St. Louis. More than 1 million people live within a sixty minute drive including the communities of Bloomington-Normal, Champaign-Urbana, Decatur, Peoria and Springfield. Lincoln lies along major rail and motor routes and is easily accessible by interstates 55 and 155 and Illinois routes 121 and 10.

Lincoln has a population of 13,685 residents, a median age of 39 years and a median home value of \$89,000 (2018). Quality and affordable housing opportunities are available in both established and new neighborhoods. Lincoln is proud of its quality education, which includes Lincoln District 27 Grade Schools, Lincoln Community High School, Zion Lutheran, Chester East Lincoln, West Lincoln Broadwell, and Carroll Catholic School. Lincoln is also home to three colleges—Lincoln Christian University, Lincoln College, and Heartland Community College.

Qualifications, Skills, & Personal Characteristics

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

- Bachelor’s Degree preferred or experience in a related field accepted.
- Ability to create a sound fiscal program that includes budgeting, capital projects, budget management & the development of creative funding strategies, including fundraising.
- Strong personnel management skills, including the ability to assign personnel & delegate responsibilities with assurance & accountability.
- Comprehensive planning skills & experience. The ability to assess community needs & concepts as they apply to improvement of the district operations & long range planning.
- A person of great integrity, honesty, self-confidence & charisma.
- Administrative skills based on positive human relations, interactive communication skills, ability to delegate & maintain high visibility & accessibility.
- Knowledgeable of park & recreation trends, personnel management, creative financing, marketing & public relations.
- Excellent oral & written communication skills.
- Ability to work closely with the locally elected board with an in-depth understanding of board/director relationships.
- Experience in facility management from planning stages through day-to-day operations.
- An insightful person who has the ability to evaluate & implement a sound plan for the future development of the Park District.
- Knowledge of the importance of involving communities in collaborative processes for park planning and the belief in the strength of community involvement & participation, including volunteerism. Ability to enhance broad public understanding & support of the agency’s services & future needs.
- Board preference is that the candidate resides in the community.
- Must reside in the Lincoln Community within a year.

Financial Information

Assessed Valuation: \$156,209,235 (2019)

Fiscal Year 2020 Budget \$1,185,972.00

Funds	Rate	Extension
Corporate	.096665	\$151,000.00
Recreation	.083209	\$129,980.00
Community Center	.070098	\$109,500.00
IMRF	.022406	\$35,000.00
Audit	.004481	\$7,000.00
Liability	.060816	\$95,000.00
Police Protection	.004481	\$7,000.00
Paving & Lighting	.004801	\$7,500.00
Bonds	.449402	\$702,008.00

Park District Board of Commissioners

Board Members	Elected	Term Expires
Don Peasley, President	2019	2023
Gary Nodine, VP	2017	2021
Laura Duffer, Treasurer	2017	2021
Dave Perring	2017	2021
Bob Thomas	2019	2023

Compensation

The starting salary range for the position of Executive Director is \$45,000 - \$55,000. Salary and benefits will be negotiable with the Board of Commissioners depending on qualifications and experience.

This position requires a 6-month Probationary Provision.