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Tremont Area Park District

Director Job Description

Summary of Duties

The Director, appointed by the Tremont Park District Board of Commissioners, shall

have complete administrative authority over the park system and recreation programs and shall be responsible for the efficient operations of the system and programs in all divisions.

The following are typical illustrations of duties, though not all-inclusive. Additional duties may be assigned.

1.  Responsible for all operations of the District relative to fiscal, capital developments, programming, parks and facilities, public relations, and other business functions, including records retention and documentation.

2.  To develop and recommend District operational policies for consideration and action by the Board; to advise the Board on policy matters as requested; to execute and administer board-approved policies, rules, and regulations keeping the Board informed on all matters having a significant effect on the operations of the District.

3.  To direct the preparation and submittal of annual budget recommendations for Board consideration.

4. To have responsibility and authority for the hiring, training, and supervising District employees per law and applicable policies of the District; to assign duties and maintain good relationships between employees and the Board.

5. With the advice, assistance, and guidance of legal counsel to the District, to monitor and maintain District conformance with all statutory laws and regulations governing park district programs and operations; to review pertinent legislation and remain abreast of statutory amendments of the responsibilities and authorities vested in the District.  To prepare, or cause to be prepared, requisite records, files, and reports of District operations and activities.

6. To conduct continuing studies of conditions and needs affecting the District’s parks, facilities, programs, events, and services and to evaluate the effectiveness of the District's operations.

7. To recommend and administer recreational program activities and services to meet the needs of the community.

8. To arrange and manage proper maintenance and operation of areas and facilities including the Fitness Center, pool, and determine the seasons during which they are to operate, and make recommendations as needed for improvements or extensions of the District’s services.

9. To conduct a sound public relations program, manage District social media channels, meet with individuals, groups, and committees on park and recreation matters, talk to community groups, and represent the District as required in negotiations and agreements between the District and its employees, vendors, school districts, local governmental agencies, and State and Federal governmental agencies.

10. To demonstrate a commitment to personal and professional improvement, for the benefit of the District; to attend and participate in personal and professional development programs, as may be recommended or approved from time to time by the Board; to promote innovation related to park and recreation programs, facilities and services through involvement with professional and civic organizations, and public speaking engagements.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required or preferred.

Education & Experience:

1. Preferred bachelor’s degree in any related field, or significant relative experience in the management or oversight of an entity.

2. Experience with management in local government, parks, and recreation, or the not-for-profit industry desired.

Certificates & Licenses:

1. Possession of a valid Illinois driver’s license.

2. Annual CPR and First Aid certification preferred.

Knowledge and Skill:

1. Philosophies, techniques, trends, and principles of park and recreation administration.

2. Principles of organization, administration, human resource management, and budget

management.

3. Principles and practice of management, supervision, training, and performance

evaluations.

4. Assessing and implementing community recreation program needs and desires.

5. Effectively use automated systems, including personal computers and office/specialized software packages.

6. Organizing and preparing clear and concise reports.

7. Providing outstanding customer satisfaction (internally and externally).

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

1. While performing the duties of this job, the employee is regularly required to communicate or listen.

The employee is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.

2. Employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT: Work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

1. Employee generally works both indoors and outdoors and could be exposed to severe weather, rain, sleet, snow, ice, mud, and running water.

3. While performing the duties of this job, the employee may potentially work near a

swimming pool and park equipment and is exposed to; a) the risk of slipping or falling; b) pool and cleaning chemicals. Rev. 5.15.24