



Executive Director

Classification: Full-time

FSLA: Exempt

Department: Administration

IMRF: Eligible

Work Location: District Headquarters (Mahomet, IL)

Hours: The District's administrative offices are open from 8:00am-4:30pm, Monday through Friday. However, this position will often need to work additional hours to complete high volumes of work and to attend meetings and events. The Executive Director is expected to respond to emergencies at any time.

POSITION SUMMARY

The Executive Director's primary function is the successful leadership of the District according to the strategic direction established by the Board of Commissioners. The Executive Director provides overall management of the District including the development and execution of the District's budget, vision, and mission; the operation, development, construction, and maintenance of all lands and facilities; and oversight of all District programs and services. In addition, the Executive Director serves as the primary public representative for the District and ensures that the residents of Champaign County are being served equitably.

ORGANIZATIONAL RELATIONSHIPS

The Executive Director serves as the head of all departments including Finance, Marketing, Human Resources, Golf, Planning, and Natural Resources, and has indirect responsibility for all full and part time District staff. The Executive Director reports to the five member Board of Commissioners.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

Administration

- Direct the administration and operations of the District in accordance with the policies and objectives established by the Board of Commissioners.
- Recommend policies to the Board, and provide professional and technical information to aid the Board's policy making function and to keep them abreast of current issues.
- Establish goals and objectives for the District operations, and develop a strategy for achieving and evaluating these goals and objectives.

Finance

- Develop and recommend to the Board the annual working budget, the appropriation budget and tax levy ordinances as stipulated by law.
- Exercise sound financial management by reviewing and analyzing current fiscal conditions, projecting financial needs and resources, and recommending appropriate financial alternatives.
- Plan and coordinate efforts to receive federal, state, and private supplemental funding programs to assist the District operations.
- Serve as a voting member of the Forest Preserve Friends Foundation Board.

Legal and Governmental Affairs

- Be thoroughly familiar with the federal and state codes related to Forest Preserve District operations, as well as local statutes and ordinances, both existing and proposed, which affect District operations.

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- Review proposed legislation and maintain contact with legislators, enlisting their support when possible in meeting the District's need for legislative action.
- Serve as liaison to the District's legal counsel and provide assistance as needed in the handling of District legal matters, or as required by Board directive.
- Attend city, county, township, and village public meetings and/or assign staff to attend as needed.
- Work with the risk management agency and staff to ensure a safety program is administered properly.
- Become certified and/or maintain regular trainings concerning aspects of the Open Meetings Act.

Personnel Management

- Select or assist with the selection of administrative and supervisory staff. Provide training, supervision, and evaluation of direct staff reports.
- Assign personnel and delegate responsibility to ensure efficient operations.
- Conduct staff meetings, establish staff training programs, encourage staff participation in professional and related organizations, and supply the staff with information from professional and technical publications.
- Act as the official means of communication between staff and the Board of Commissioners. Explain and interpret Board policies to the staff.
- Collaborate with the Board and department heads to evaluate and determine future staffing needs.
- Appoint staff to committees and legal required roles such as FOIA and ADA officers.

Planning

- Make recommendations to the Board concerning land acquisition and facility development.
- Develop strategic plans and capital programs based upon immediate needs and long term objectives.
- Be aware of, and represent the District in, all matters pertaining to zoning changes, land development and related concerns which affect District current and future interests.
- Negotiate mitigation needs, evaluate requests for utility easements, and participate in alternate transportation efforts and land use designations.

Public Relations

- Supervise a consistent and comprehensive public relations program which informs the public about District facilities and programs.
- Represent the Board of Commissioners and the District in providing information to the news media in supplying information to the public concerning Board policies.
- Initiate and maintain an effective and responsive program for dealing with complaints and inquiries, and require staff members to develop and maintain a courteous relationship with the public.
- Conduct community needs assessments and seek participant evaluations of all services.
- Be visible and accessible to the Board of Commissioners, District staff, and the general public.



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- Attend meetings of the Board of Commissioners, Board subcommittees, Citizen's Advisory Committee, and other public committees as required.
- Represent the District in a professional manner and work effectively with the public and staff.
- Serve as a District FOIA officer or assign staff to serve in this role.

REQUIRED QUALIFICATIONS

- Bachelor's degree in Park and Recreation Administration, Public Administration, Natural Resource Management, or related field required. Master's degree preferred.
- Ten years of progressively responsible management experience required. Experience at a park district, conservation district, forest preserve, or similar agency preferred.
- Knowledge of conservation and preservation trends, personnel management, risk management, public relations, and state and federal statutes affecting forest preserve operations.
- Experience in the creation of a sound fiscal program including: capital projects, budgeting, forecasting, development of projects through the referendum process, and other alternative funding sources; e.g. foundations/federal/state grants and enterprise operations. Ability to understand tax levy and appropriation ordinances and modified accrual fund accounting.
- Experience in successfully working with independent citizen advisory and fundraising boards.
- Valid driver's license required.

PERSONAL CHARACTERISTICS

- Ability to work cooperatively and decisively to discern needs, develop plans and set priorities in order to make the best use of the District's human, physical, and financial resources.
- Ability to work effectively with the Board, the public, and District staff and to collaborate with volunteers, external constituents, and similar groups and agencies.
- Understanding of the importance of involving communities in collaborative processes for District planning and a belief in the strength of community involvement and participation. A passion for public parks and preserves and the ability to enhance broad public understanding and support of the District's services and future needs.
- Ability to communicate effectively, both orally and in writing.
- Ability to recognize the complexities, coordination, and intergovernmental relations aspects involved in directing District plans, facilities, programs, and services.
- Ability to function effectively in a fast-paced environment and the ability to deal with stressful and demanding situations.
- Commitment to uphold the highest standards of ethical behavior and to act with integrity and accountability.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work is primarily performed indoors in a standard office setting. However, work may also be performed outdoors during which time the employee may be exposed to extreme temperatures, various weather conditions, uneven terrain, or hazardous vegetation.

This position will regularly use standard office equipment such as a computer and phone. While performing the duties of this position, the employee must be able to remain in a stationary position for



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prolonged periods of time. The employee must also be able to drive and travel to various locations for meetings and presentations.

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Changes, including additional duties, may be assigned at any time.