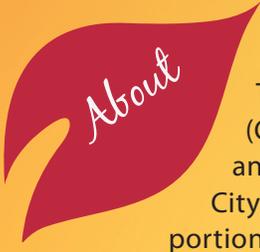


*announcement of vacancy for*  
**EXECUTIVE DIRECTOR**



*mycmpd.com*



## THE COMMUNITY

The Calumet Memorial Park District (CMPD) encompasses four separate and distinct communities: Calumet City, Burnham, and the Eastern portions of Dolton and South Holland.

By far the majority of the population is from Calumet City, which was incorporated (under the name West Hammond) in the early 20th century from several small villages. In World War I, West Hammond sent more of its residents, per capita, into the armed forces than almost any other community in the United States. During Prohibition and beyond, Calumet City (the name having been changed in 1924) earned a reputation as "Sin City" for its many nightclubs and gambling establishments, all operated under the

### CALUMET MEMORIAL PARK DISTRICT

The CMPD was founded by the residents of West Hammond/Calumet City and Burnham in 1922 in honor of those residents who fought in World War I. Unincorporated areas within our assigned district eventually became the easternmost sides of the towns of Dolton and South Holland.

The CMPD offers year-round recreational activities for both youth and adults, including, a pool, outdoor fun center (with splash pad, batting cages and mini-golf), and youth camps. Year-round, the CMPD has a fitness center and gymnasiums for programming and open play.

The CMPD has two dozen park sites, as well as a bike trail that connects to both the Illinois Grand Trail and

noses of a local police force that was willing to look the other way. Life Magazine dubbed Cal City the "Barbary Coast of the Midwest", and the clubs drew such national known performers as Frank Sinatra, Sally Rand, Redd Foxx and Sun Ra. Demographically they have approximately 45,000 residents within the district.

The racial make-up is, in descending order of size, African-American, Caucasian and Hispanic, with Hispanic (primarily Mexican) being the fastest increasing population. The African-American population has a notable contingent of Nigerian immigrants. Economically, the community is "blue collar".

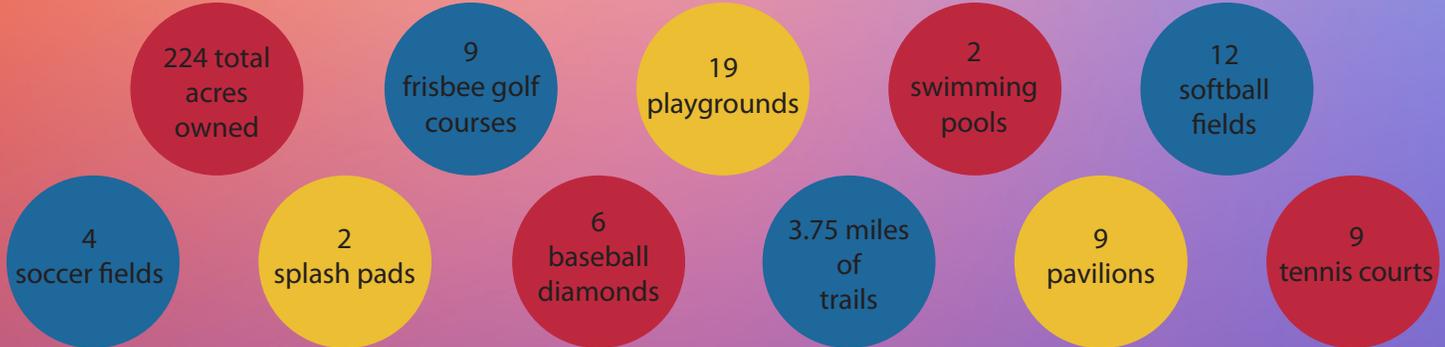
The community is located immediately south of the city of Chicago, and along the border with the state of Indiana.

Northwest Indiana's Monon and Erie Lackawanna Trails.

The CMPD has a vibrant senior citizens program, which includes weekly bowling and line dancing. The new Community Garden program is finding great success with residents. They offer a variety of adult fitness programs, such as yoga, spin and aquatics, as well as year-round swim lessons for youth and adults.

The CMPD takes particular pride in their special events, which include Easter egg hunts at multiple sites, the Freedom's Eve celebration, held each year on July 3rd, a Labor Day Parade, Haunted Hayride, Holiday Tree Lighting Ceremony and more.

*Our Mission*  
Linking local communities with our parks, programs and facilities, to promote conservation, health and wellness, and social equity.





## QUALIFICATIONS, SKILLS & PERSONAL CHARACTERISTICS

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

- A bachelor's degree in park and recreation administration or related field. A master's degree is preferred.
- At least five to seven years of administrative experience in the park and recreation field. Experience as a director preferred.
- Demonstrated success in administration and budget management. Must have 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.
- Strong personnel management skills, including the ability to assign personnel and delegate responsibilities with assurance and accountability.
- Comprehensive planning skills and experience. Ability to assess community needs, research trends and innovative concepts as they apply to improvement of the agency operations and long-range planning.
- Must possess the ability to carry out organizational restructuring, yet stay true to the mission and maintain the strength, identity, and traditions of the organization.
- Administrative skills based on positive human relations, interactive communication skills, and high public visibility.
- Preferred management style that is collaborative and emphasizes team management.
- Experience in facility management from planning stages through day-to-day operations.
- Knowledge of the importance of involving communities in collaborative processes for park planning and the belief in the strength of community involvement and participation, including volunteerism.
- Excellent oral and written communication skills.
- Excellent time-management and priority-setting skills.
- A person of great integrity, honesty, self-confidence and charisma.



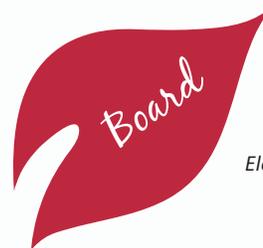
## COMPENSATION

The starting salary range for this position is \$60,000 to \$75,000. Salary and benefits are commensurate with experience and will be negotiated with the Board of Commissioners.



## FINANCIAL INFORMATION

	<u>Tax Rate</u>	<u>Extension</u>
Corporate	0.2814	\$1,190,968
Recreation	0.1914	\$810,079
Special Recreation	0.0269	\$114,000
Bond & Interest	0.2890	\$1,223,040
Other	0.0273	\$115,544
<b>Total</b>	<b>0.8160</b>	<b>\$3,453,631</b>
Assessed Valuation		\$444,237,110
Operating Budget		\$2,895,200
Debt. Service Budget		\$979,300
Capital		\$643,200



## BOARD OF COMMISSIONERS

	<i>Elected/Appointed</i>	<i>Term Expires</i>
Randy Velasquez, <i>President</i>	2010	2023
Nyota Figgs, <i>VP</i>	2010	2023
Stanley Miller	1987	2021
Edward Evans	2019	2025
Yvette Pierce- Williams	2019	2025



## APPLICATION PROCEDURE

The Board of Commissioners of the Calumet Memorial Park District invites applications for the position of Executive Director. The board is interested in the selected Executive Director to begin employment at the district tentatively by **November 1, 2019**. The Calumet Memorial Park District is an equal opportunity employer.

Applications should be marked **Personal and Confidential**. All applicant packets must be received by **August 30, 2019** and must contain the information below in order to meet the Board consideration. All documents (other than education credentials) must have a left margin of 1.5 inches. 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 needs to include, but not be limited to, employment history, duties, number of employees supervised and budget amount managed.
- 3) Complete list of accomplishments/completed projects.
- 4) Provide at least 3 CURRENT (DATED) letters of recommendation. These written references ideally should include a balance of former employers, employees and board members.
- 5) You must also supply 3-6 PROFESSIONAL references with complete names, addresses, phone numbers and emails. These references need to be different from those providing letters of recommendation and will be contacted by the Illinois Association of Park Districts upon receipt.
- 6) Typewritten responses to the following management questions. Please limit your responses to each question to one page.
  - a. Describe your management style.
  - b. State and discuss your philosophy of parks and 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 you were chosen for the position, what steps would you take as the district's new leader in your first 120 days?
- 7) Complete set of up-to-date credentials which include legal proof verifying educational degrees. Transcript or copy of degree is acceptable.
- 8) Written permission to contact past employers and written permission to have a criminal background check.



## ALL APPLICATIONS OR INQUIRIES SHOULD BE REFERRED TO:

**Mail Applications to:**  
Screening Committee  
Calumet Memorial Park District  
Illinois Association of Park Districts  
211 East Monroe Street  
Springfield, IL 62701-1186

**Email applications to:**  
cwichmann@ilparks.org

**Questions:**  
Call 217-523-4554 or email  
cwichmann@ilparks.org



## TENTATIVE SELECTION PROCESS

**August 30, 2019:**  
Deadline for Applications to be Received

**September 18, 2019:**  
Candidates Presented to the Board

**September 30 - October 4, 2019:**  
Board begins Interview Process

**November 1, 2019:**  
Tentative Date of Employment