



ANNOUNCEMENT OF VACANCY FOR  
**EXECUTIVE DIRECTOR**

[WWW.BARTLETT PARKS.ORG](http://WWW.BARTLETT PARKS.ORG)

**OUR MISSION:**  
**WE CREATE FUN!...BY PROVIDING THE FINEST IN PARKS, PROGRAMS AND RECREATIONAL FACILITIES FOR OUR COMMUNITY.**



# ABOUT

## Vision Statement

We strive to create lasting memories for our community by enthusiastically responding to and serving their recreational and leisure needs.

## Agency Information

The Bartlett Park District was formed on Jan. 18, 1964. In 2024, we will be celebrating 60 years of creating fun.

The population of Bartlett is 41,100 and is located in the Northwest suburbs approximately 30 miles from Chicago. The median household income is \$115,000 and the median age is 40.

The park district has 57 full time staff and 650 part time and seasonal staff.

## Facilities

**Bartlett Community Center** - a 130,000 square foot facility that includes an indoor pool, fitness center, 3 lane running track, 6 preschool rooms, 6 multiple purpose rooms and a gymnasium.

**Villa Olivia** - an 18-hole golf course, a banquet facility and a winter sports operation that includes downhill skiing, snowboarding, snow tubing and a chairlift.

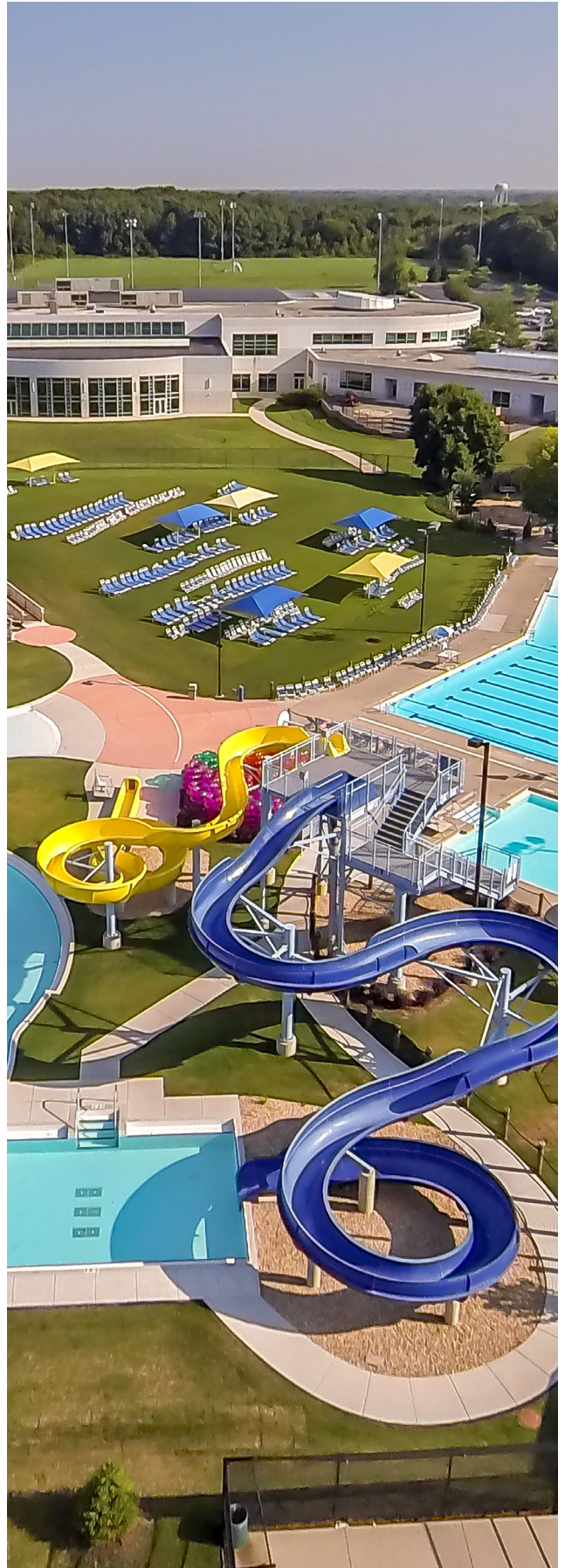
**Apple Orchard** - a 9-hole par 3 golf course.

**Bartlett Aquatic Center** - an outdoor pool that has the first zip line over water in the state. It also has a lazy river, drop slide, 8 lap lanes, large splash playground and a sand playground.

**Bartlett Nature Center** - located inside the 500-acre James "Pate" Philip State Park that is a joint agreement with the IDNR and DuPage County Forest Preserve.

## Parks

The park district offers 44 park sites totaling more than 600 acres of park land. This includes 36 playgrounds, dog park, basketball, tennis and pickleball courts, soccer, football and softball fields. Two parks are being renovated and one new park is being developed. In 2024, A new ten-acre park will need to be designed and developed along with updating the park district master plan.



# QUALIFICATIONS

THE BOARD OF COMMISSIONERS IS SEEKING TO EMPLOY AN EXECUTIVE DIRECTOR WITH THE FOLLOWING QUALIFICATIONS, CHARACTERISTICS, AND TRAITS:

1. A bachelor's degree in park and recreation administration, business administration or similar field.
2. Certification as a Park and Recreation Professional preferred.
3. Demonstrated management and administrative experience with an emphasis in budget management.
4. Proven track record of developing strong intergovernmental relationships and cooperative efforts.
5. Ability to plan, establish and evaluate a vision for the agency.
6. An in-depth understanding of the board/director relationship and the ability to cultivate a positive working relationship with stakeholders.
7. Experience with revenue-producing facilities.
8. Strong personnel management skills and respect for a diversity of views.
9. Leads with charisma and creativity in a role of public visibility.
10. Ability to maintain and improve community services with a high level of customer satisfaction.
11. A collaborative leader with comprehensive planning skills and an awareness of public relations.
12. Possess an understanding of sustainability principles and natural resource management.

## SALARY

## COMPENSATION

\$175,000 - \$195,000

Comprehensive benefit package

## FINANCE

### Budget and Fiscal Information

The District operates on a fiscal year of May 1 – April 30. For Fiscal Year 2023-24, the District's Budget is \$16.5 million which includes \$2.37 million in debt expenses, \$3.02 million in capital expenses, and \$11.11 million in operating expenses. Current Capital Asset value is over \$50 million, and the District maintains a capital replacement and improvement plan that assesses potential needs up to 10 years in advance. The District is a responsible steward of financial resources and has received the Certificate of Achievement in Financial Reporting from the Government Finance Officers Association for more than 20 years in a row.

### Debt Rating

The District has maintained an AA bond rating from Standard & Poor's for more than 15 years. The District currently has a total of \$16.25 million in outstanding bonds. A 2010 series comprises \$13.25 million and will be retired by 2030; a 2018 series comprises \$3 million and will be retired by 2037. The District has a legal debt margin of nearly \$21 million.

## BOARD

## BOARD OF COMMISSIONERS

|                                                  | <i>Elected/Appointed</i> | <i>Term Expires</i> |
|--------------------------------------------------|--------------------------|---------------------|
| <b>Diana Gunsteen</b> , <i>President</i>         | 2017                     | 2029                |
| <b>Theodore J. Lewis</b> , <i>Vice-President</i> | 1983                     | 2025                |
| <b>Stephen M. Eckelberry</b> , <i>Treasurer</i>  | 1996                     | 2027                |
| <b>Lori A. Palmer</b> , <i>Commissioner</i>      | 1997                     | 2027                |
| <b>Susan M. Stocks</b> , <i>Commissioner</i>     | 2005                     | 2029                |
| <b>Dale Ann Kasuba</b> , <i>Commissioner</i>     | 2018                     | 2027                |
| <b>Jody E. Fagan</b> , <i>Commissioner</i>       | 2019                     | 2025                |

# APPLY

## APPLICATION PROCEDURE

THE BOARD OF COMMISSIONERS OF THE BARTLETT PARK DISTRICT  
INVITES APPLICATIONS FOR THE POSITION OF EXECUTIVE DIRECTOR.

*THE BARTLETT PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.*

## APPLICANT PACKETS MUST CONTAIN ALL INFORMATION FOR FULL CONSIDERATION.

1. Formal letter of application indicating reasons you desire to be a candidate.
2. Resume including employment history, duties, number of employees supervised and budget amount managed.
3. 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. Provide 3-6 PROFESSIONAL references with complete names, addresses and phone numbers. These references need to be different from those providing letters of recommendation.
6. Responses to the following management questions. Please limit your responses to each question to one page.
  - Describe your management style.
  - State and discuss your philosophy of parks and recreation.
  - What issues do you consider to be critically important to the park and recreation field today?
  - If given the opportunity, how will you attempt to resolve these issues?
  - If you were chosen for the position, what steps would you take as the district's new leader in your first 120 days?
7. Transcript or copy of degree and any certifications.

ALL APPLICATIONS AND  
INQUIRIES SHOULD BE  
REFERRED TO:

**MAIL APPLICATIONS TO:**

SCREENING COMMITTEE  
ILLINOIS ASSOCIATION OF PARK DISTRICTS  
211 EAST MONROE STREET  
SPRINGFIELD, IL 62701-1186

QUESTIONS:

217-970-7317

OR

AHOWARD@ILPARKS.ORG



## TENTATIVE SELECTION PROCESS

**FEB. 8, 2024:**  
DEADLINE FOR APPLICATIONS TO  
BE RECEIVED

**WEEK OF FEB. 26, 2024:**  
CANDIDATE INTERVIEWS

**APRIL 15, 2024:**  
TENTATIVE DATE OF EMPLOYMENT