

BACKGROUND

The Bensenville Park District was formed in August, 1960. It has grown to include the 36 hole White Pines Golf Course, a Water Park, Leisure Center and 13 developed park sites. The 2009 EAV is \$1,014,285,254 with a current budget of \$9,152,466. Presently the District employs 32 full time staff within five departments and 250 part time staff. 340 acres are maintained.

A five member Board of Commissioners governs a service population of 26,000. The Bensenville community is located 17 miles northwest of downtown Chicago and just west of O'Hare International Airport.

QUALIFICATIONS

The Park Board of Commissioners is seeking to replace the current Director who is retiring from service as of March 2011. The following qualifications and characteristics are desired:

- Bachelor's Degree in Recreation and Park Administration or related field.
- Five years experience in parks, recreation facilities or finance Experience as a Director is preferred, not mandatory
- Knowledge of Park District Law and a proven ability to work in a Board/Director relationship
- Capable of creating a sound fiscal plan through budget, tax levy and bonding
- Ability to interface with the public to enhance the support and understanding of district services
- Experience in developing intergovernmental relationships with other taxing agencies
- Strong personnel management skills with ability to delegate responsibility and assign duties
- Background in grant writing and administration of funds

COMPENSATION

Salary and fringe benefits are commensurate with experience and negotiable with the Board.

**APPLICATION
PROCEDURE**

The Board of Commissioners of the Bensenville Park District invite applications for the position of Director of Parks and Recreation. It is the intention of the Board to have a new Director in place no later than March 1, 2011. The Bensenville Park District is an Equal Opportunity Employer. *A letter of interest and resume should be marked personal and confidential and sent to the current Director:* Mr. Robert Jarecki, Director of Parks Recreation, Bensenville Park District, 1000 W. Wood Avenue, Bensenville, Illinois, 60106. The following should be included:

1. A formal letter of interest indicating the reasons you wish to be considered a candidate.
2. A current resume listing dates and places of employment, duties and positions held, budget amount managed and number of employees supervised.
3. Up to date credentials listing educational degrees, certifications and proof that verifies they have been achieved. Copies of diplomas and certificates are acceptable.
4. Written permission for a criminal background check and to contact past employers for reference and verification of employment.
5. Three letters of recommendation and contact for reference that includes complete name, address and phone number.
6. Salary history during the past five years.

SELECTION PROCESS

Deadline for Receiving Applications November 12, 2010
Board Interview Process Begins December 13, 2011
Selection of Director January 31, 2011
Date of Employment March 1, 2011