



**Job Title:** Deputy Director  
**Hours:** 40 Hours per week, evenings and weekends as necessary  
**Pay Range:** \$62,400.00 - \$93,600.00 per year  
**Date Opened:** 2/11/2015  
**Date Closed:** 3/2/2015

**Summary:**

Assist the Executive Director in leading and directing the Park District to assure achievement of its mission, financial viability, short and long-term growth and stability.

**Responsibilities:**

- Serve as a member of the Executive Director's leadership team, participating in the development of Park District strategy and policies and procedures.
- Assist Director with the Park District's budget.
- Assist Director with preparation of Board agenda; attend all Board meetings; help record and prepare board minutes.
- Lead and direct the park management team to assure efficient and effective day-to-day operations. Identify and implement plans for continuous improvement.
- Work with department heads to establish goals and priorities.
- Represent Park District to broad spectrum of external agencies, government and professional organizations.

**Minimum Requirements:**

- Bachelor's Degree in Natural Resources, Public Administration, Parks & Recreation Administration, or related field.
- Eight plus years' experience with progressive increasing responsibilities in a Park District.
- Five years supervisory experience.

**Required Documents when applying:**

- Cover Letter, Resume and References
- A brief explanation of your knowledge and experience related to the following topics:
  1. Project management
  2. Land acquisition
  3. Creating, reading and forecasting a park budget
  4. Personnel issues (hiring, supervision, conflict resolution)

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