

Vermilion County Conservation District

Executive Director Job Package

## Vermilion County Conservation District Executive Director Description

The Vermilion County Conservation District is currently seeking a dynamic strategic leader to serve as Executive Director. Working closely with the Board of Commissioners, the Executive Director provides strategic direction and organizational leadership to the District which includes responsibility for developing and executing the District's mission and vision; providing day to day management of the District's operations and services; overseeing the effective management of the District's financial resources; and acting as a representative of the District to the citizens of Vermilion County. This is a full-time position with a salary range of \$60,000 to \$75,000. Salary will be commensurate with experience and will include an excellent benefit package. Full time employees of the District are required to reside within the jurisdictional boundaries of Vermilion County.

The Vermilion County Conservation District is an Equal Opportunity Employer and does not discriminate against applicants for employment because of race, creed, color, national origin, age, sex, marital, veteran physical or mental handicap unrelated to ability, or any other legally protected status, provided the applicant meets the qualifications and physical requirements deemed necessary to perform the job.

Resumes will be accepted until 4PM on June 29, 2018 at Kennekuk County Park, 22296 Henning Road, Danville, IL 61834.

# Vermilion County Conservation District

## Position Description

Position: Executive Director

Salary Range: 60,000- 75,000

Reports To: Board of Trustees

### Accountability Objective:

The Executive Director has the responsibility for successfully administering all aspects of operation of the Vermilion County Conservation District.

### Nature and Scope:

The Executive Director reports to the President of the Board of Trustees and seeks advice on issues of significance.

### Required Qualifications:

1. Bachelor's Degree (minimum) or advanced degree in Parks and Recreation, Administration, or related field; or experience equivalent to required minimum degree.
2. Previous administrative experience.
3. Demonstrate ability to deal effectively with personnel.
4. Excellent verbal and written communication skills.
5. Ability to write grant proposals.
6. Ability to write, plan, and administer a budget.

### Desirable Qualifications:

1. Previous experience in financial planning.
2. Previous experience in site planning.

### Specific Job Functions:

1. Preliminary budget planning for start of each fiscal year which includes budget staff meetings, budget drafts, and final budget submitted for approval. Also:
  - a. Approve all bid specifications on all capital projects, vehicles, and equipment before submitted to the board.
  - b. Approve district fee schedule on annual basis before submitted to the board.
2. Financial planning, which includes long- term and short- term investments, current savings and checking accounts, and daily cash flow.

3. Write District Ordinances which include any amendments and the Budget and Appropriation Ordinance and Tax Levy Ordinance each fiscal year.
4. Prepare monthly meeting agenda for each board meeting.
5. Present all financial reports at each monthly Board meeting.
6. Responsible for all legal notices to appear in newspaper and abide by rules of Open Meetings Act.
7. Prepare specifications for commercial Insurance Package and annual review of Medical Insurance Policy.
8. Serves on all committees and oversees the following committees:
  - a. Supervisor
  - b. Salary
  - c. Insurance
  - d. Job Description
  - e. VCCD Foundation
  - f. Newsletter Staff
  - g. Progressive
9. Communicate with supervisors and secretaries on daily basis to keep updated on park projects or potential problems.
10. Evaluate staff for performance on annual basis, in a fair and consistent manner and communicate clearly in writing any area of deficiency, as well as commend staff for areas of improvement on where they excel.
11. Recruit, screen, interview, and hire full-time and seasonal staff or interns (some positions subject to board approval) or approve hiring of seasonal staff of park supervisors which includes wages and benefits.
12. Monitor staff workloads on annual basis, making recommendations for changes or more efficient use of time.
13. Cooperation with local, county, and state officials; Illinois Department of Natural Resources; local schools and institutions of higher learning; state organizations of District interest; Conservation Police Officers; and County Sheriff's Department; and environmental organizations of district interests.
14. Approve annual activity calendar which includes all district special events, meetings, programs, and summer camps.
15. Approve all district print material before public distribution, which includes media announcements, brochures, guides, flyers, posters, booklets, and any educational material. Recommendations are made for updates or changes in material.
16. Annual update of district's organizational chart, staff job descriptions, and staff personnel policy.
17. Attend local, state, civic, and organization meetings as required. Examples include: Illinois Department of Natural Resources, local government, Lake Vermilion Water Quality Coalition, Illinois Association of Conservation Districts, Vermilion County Soil and Water, Conservation District, etc.

18. Plan annual Trustee Picnic and Staff Retreat.
19. Voting Director of Illinois Association of Conservation Districts.
20. Approve paid media advertising.
21. Assumes other duties and responsibilities as assigned.

General Job Functions:

1. Ability to conduct park tours, fill-in as Substitute in any education program, and help with special events.
2. Public speaking engagements for local schools and civic organizations.