



Village of Antioch Director of Parks & Recreation Job Posting

The Village of Antioch (approx. population of 14,430), located in the northwest corner of Lake County, is seeking qualified candidates for the position of Director of Parks & Recreation. Reporting directly to the Village Administrator and under the general supervision of the Village Board and Parks and Recreation Commission, this position is responsible for providing overall leadership, oversight, and day-to-day direction for the Parks and Recreation Department.

Other essential functions include, but are not limited to:

- Oversees the development of the annual budget and monitors expenditures to ensure compliance with approved budget.
- Regularly inspects parks and facilities in order to evaluate parks operations and the work performed; Evaluates health and security risks for workers and facility users and initiates and updates safety procedures.
- Maintains effective public relations; Responds to complaints and questions related to departmental operations and provides information, researches problems, and initiates problem resolution.
- Researches grant and alternative funding sources, prepares grant applications; Oversees the expenditure and accounting of grant funds and ensures compliance with grant requirements.
- Oversees the planning, development, and coordination of the permitting process for special events. Works closely with other departments in providing special events to the community.
- Coordinates departmental projects and activities with other departments, government agencies, contractors, consultants, outside organizations, or others as needed.

The successful candidate will have working knowledge of planning, developing, scheduling, directing, implementing, and evaluating year-round parks and recreation programming; be experienced in budget preparation and implementation; special event and grant administration; supervising full-time, part-time, and seasonal staff; and providing excellent leadership and customer service.

Minimum Requirements Include:

- Bachelor's Degree with major courses in Parks & Recreation, Public Administration, or related field; Master's Degree preferred.
- 5+ years of progressively responsible experience in Parks, Recreation, and Municipal Facilities Management.
- Valid Illinois Driver's License.

Starting salary is \$60,000 +/- depending upon qualifications. Excellent benefit package.

Interested applicants should submit a cover letter and resume either electronically to klamkin@antioch.il.gov, in person at Village Hall (874 Main St.), or via mail at:

Village of Antioch
Attn: Kathy Lamkin
874 Main Street
Antioch, IL 60002
Equal Opportunity Employer

Position is open until filled.