



## Forest Preserve District of DuPage County JOB DESCRIPTION

**Job Title:** Executive Director

**Job Code:** 1210

**Business Unit:** Core Management

**FLSA Status:** Exempt

**Manager Title:** Board of Commissioners

**Last Date Reviewed:** December 14, 2020

### Job Purpose

This position supervises senior management as the Chief Administrative Officer of the District and directs and manages all phases of District operations and administration in accordance with ordinances, resolutions, and policies adopted by the Board of Commissioners.

### Essential Duties and Responsibilities

- Identify, develop, and implement measurable objectives, strategies, practices, funding plans, and timelines for operation and administration of the organization. Conduct staff and interagency meetings.
- Supervise projects, programs, and activities in support of the District's mission and promote an organizational culture that creates and sustains an engaged climate for staff, Commissioners, residents, and external partners.
- Create, delete, and amend positions as necessary to organize the human resources of the District. Guide the hiring, promotion, evaluation, and discipline of employees. Develop and maintain staff with the expertise needed to conduct the business of the organization.
- Guide the management of the District's financial resources in a responsible manner. Lead development of the budget for board approval and communicate to ensure the board is able to make informed financial decisions.
- Communicate effectively and promptly with commissioners individually and collectively and serve as the chief liaison between staff, the board, and the public.
- Attend all board meetings and direct the preparation of meeting agendas. Lead the execution of ordinances and resolutions, policies of the board, and state and federal laws. Coordinate communication between lobbyists and commissioners and draft legislation for the approval of the Illinois General Assembly.
- Oversee and participate in the District's community relations strategies and activities to enhance relations with employees, commissioners, volunteers, and the public. Make public appearances and presentations to various organizations and represent the District through various forms of media.
- Maintain relationships with volunteers, state and local officials, policy makers, and other stakeholders as an advocate for the Forest Preserve District.
- Perform other duties as required.

### Education and Experience Required

**Education:** BS/BA in Public Administration, Business Administration, Natural Resource Management, or related field. Advanced degree in related field preferred.

**Related Experience:** Eight (8) years of progressive leadership and management experience at a government, public, nonprofit, or corporate agency of similar size and scope and a documented ability to manage staff.

**Knowledge Of:** Natural resources, forestry, land and construction management; how to develop, plan, and administer programs to achieve District objectives; principles and practices of administrative management and government budgeting; local, state, and federal legislation and regulations pertinent to forest preserves; DuPage County--its people and natural resources.

**Skills In:** Developing, planning, and guiding all programs related to District operations; evaluating and deciding alternative course of action in relation to planning, development and administration of operating and capital budgets, personnel management systems, and purchasing and contract administration; planning and managing the work of others; establishing and maintaining effective relationships with the Commission, other governmental agencies, legislators, employees, and the public to contribute to the development of the District; making effective presentations before the District Board, stakeholder groups, and other elected bodies; analyzing, evaluating, and arriving at conclusions on a wide variety of problems and situations; communicating effectively, verbally and in writing.

**Onboarding/Training Requirements:** Criminal Background Check  
 Driver's License Check  
 Drug Screen  
 National Sex Offender Registry Check

**Working Environment and Physical Effort Required**

Physical Demands (Indicate the amount of time spent performing the following activities.)

Activity	None	Under 30%	30% to 60%	Over 60%
Stand	<b>X</b>			
Walk		<b>X</b>		
Sit			<b>X</b>	
Use hands to finger, handle or feel			<b>X</b>	
Reach with hands and arms	<b>X</b>			
Climb or balance	<b>X</b>			
Stoop, kneel, crouch, or crawl	<b>X</b>			
Talk or hear			<b>X</b>	
Taste or smell	<b>X</b>			

Check the highest work level required to perform related to lifting or pulling/pushing

	Sedentary		Light		Medium		Heavy		Very Heavy	
Maximums	10 lbs.		20 lbs.	<b>X</b>	50 lbs.		100 lbs.		Over 100 lbs.	
Frequency	Small	<b>X</b>	10 lbs.		25 lbs.		50 lbs.		Over 50 lbs.	

Describe below the specific duties that require the physical demands checked above.

	Work is primarily sedentary in nature.
<b>X</b>	Other (describe)
Describe:	May be required to lift/move items weighing up to 20 lbs.

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

<b>X</b>	Not Applicable
	Other (describe)
Describe:	

**Disclaimer:** This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.