

CITY OF HARVARD, PARKS AND RECREATION SUPERINTENDENT

The City of Harvard is seeking qualified applicants for the full-time position of Parks and Recreation Superintendent. The Superintendent manages the activities of the City's Pool, Parks, and Recreation programs, including special events, and directs projects for the betterment and growth of the Harvard Community.

Harvard is a city located in McHenry County, Illinois, approximately 7 miles (11 km) south of the Illinois/Wisconsin border. The population was 9,469 at the 2020 census. The city is 63 miles (101 km) from the Chicago Loop, and is the last stop on the Metra's Union Pacific/Northwest Line.

Reporting to the Mayor and City Administrator, the Parks and Recreation Superintendent is a highly responsible professional position that plans, coordinates, and manages the operations of the Parks/Recreation Department.

The ideal candidate will have:

- Background in recreation department operations with the ability to problem-solve and make critical decisions.
- Desire to work cooperatively with the public and a passion for teamwork.
- Ability to work collaboratively with all City departments in the delivery of municipal services.

Preferred Candidates should have:

- Bachelor's degree in Recreation Administration or closely related degree.
- Bilingual/Biliterate (not required).
- A minimum of three (3) years supervisory experience in a municipal recreation program.
- Strong MS Office computer skills required, experience with GIS and Pavers strongly desired.
- Exceptional public relation skills.
- Strong communication skills, both written and oral.
- A combination of relevant education and experience which demonstrates the skills, knowledge and abilities required to perform the job will be considered.

The anticipated salary range is \$60,000 – \$65,000 +/- DOQ. A comprehensive benefits package is available, including IMRF Pension. The City also offers paid vacation, personal leave, holidays and sick leave. The City does not have a residency requirement.

Qualified candidates should submit cover letter and resume by February 28, 2024, to: Lori Moller, City Clerk, 201 W. Diggins St., PO Box 310, Harvard, IL 60033 or email to moller@cityofharvard.org. EOE.