

CITY OF HARVARD



PARKS AND RECREATION SUPERINTENDENT

The City of Harvard is seeking a Parks and Recreation Superintendent. The position is responsible for all Park and Pool facilities, operation of existing park programs, and establishment of new programs. The position is also responsible for coordinating activities of the Park Board, volunteers and the general public. Candidates must be highly motivated, show ability to perform physical labor, operate motorized vehicles, and show excellent communication skills. Salary is commensurate with experience. Bachelor's Degree Preferred. Bi-Lingual English and Spanish preferred. Send Resume by 9/8/17 to Lori Moller Administrative Assistant via e-mail at: moller@cityofharvard.org

CITY INFORMATION

The City of Harvard, Illinois is located in northwestern Illinois, approximately 70 miles northwest of Chicago, Illinois, 60 miles southwest of Milwaukee, Wisconsin, 70 miles southeast of Madison, Wisconsin, and 20 miles northeast of Rockford, Illinois. Situated in McHenry County, the City had a population of 9,447, in 2010.

The transportation network supporting the City provides residents easy access to Chicago and Wisconsin by way of U.S. Routes 14, 20 and Interstate 90 (Northwest Toll way), with other arteries for interstate and intrastate travel provided by Illinois Routes 23, 47, and 173. With boarding facilities located in the City, the Chicago and

Northwestern railroad provides commuter train service to and from Chicago for area residents and visitors alike. Major air transportation services are provided by O'Hare International Airport, the Greater Rockford Airport, and Mitchell Field located in South Milwaukee.

The governing body of the City is a City Council comprised of a Mayor and eight aldermen. The City administration is headed by a City Administrator. The Aldermen are elected at large for four year overlapping terms. Meetings of the City Council are scheduled for the second and fourth Tuesday of each month at 7:00 pm at the City Council Chambers located at 201 West Front Street, Harvard, Illinois. Notice of the meetings is posted on the City website at:

www.cityofharvard.org.



EDUCATION

The City is served by Community Unit School District Number 50. The District operates five school building including Washington School – ECE, grades Pre-K and Kindergarten; Crosby Elementary School – grades K – 3; Jefferson School – grades 4 and 5; Junior High School – grades 6-8; and a High School – grades 9 – 12. The residents are also served by Community College District Number 52. More information can be found at:

<http://www.cusd50.org/>

PARKS AND RECREATION

Harvard’s park system is comprised of nine parks covering 128.66 acres of land. Two of the parks, Lions Park and Milky Way Park, are considered “district-level parks” because they provide recreational facilities that serve the entire community. Within Lions Park are the Harvard Pool and the Harvard Library, which serve the entire community. Milky Way Park is the largest park (55 acres) and is home to athletic fields for the soccer, football, and baseball programs, which also serve the entire community.

Current Park Facilities Matrix

PARKS	FACILITIES/ACTIVITIES																							
	Acres	Baseball/Softball	Basketball (outdoors)	Batting Cages	Disc Golf	Dog Park	Fishing Pier	Football	Gazebo	Ice Skating Rink	Indoor Recreation	Natural Areas	Open Field	Parking Lot	Playground	Ponds/Water	Pool	Shelters/Picnic Area	Sledding Hill	Skatepark	Soccer	Tennis	Volleyball	Walking Path
NORTHFIELD PARK	7.92							X				X	X	X								X		X
LIONS PARK	35.00	X			X				X				X				X	X	X					X
JAYCEE PARK	2.15																	X						
PARK POINTE	6.70	X				X					X		X		X									X
COUNTRY BROOK PARK	3.20							X			X													
SHADOW CREEK PARK	9.80	X									X	X	X		X							X		
MILKY WAY PARK	55.00	X					X					X	X				X			X				X
MOOSE ATHLETIC FIELD	6.99	X		X									X				X							
MARY AYER PARK	1.90	X															X							

Source: Camiros, Ltd.; City of Harvard

In addition to providing park facilities for use by residents and organized groups, the City’s Park and Recreation Department is also responsible for providing recreation activities desired by residents. More information can be found at:

http://cityofharvard.org/dept_parks.asp

Parks and Recreation Superintendent

1. The Parks and Recreation Superintendent reports to the Mayor, and City Administrator.
2. The Parks and Recreation Superintendent shall participate in the Senior Citizen Board and participate on the NISRA Board.
3. The Parks and Recreation Superintendent shall act as a liaison between volunteer organizations and the Harvard Park Board.
4. The Parks and Recreation Superintendent shall coordinate the activities of seasonal swimming pool workers, Life Guards and other recreation employees.
5. The Parks and Recreation Superintendent shall:
 - a. Organize, develop, and manage park programs.
 - b. Operate, manage and maintain the swimming pool.
6. The Parks and Recreation Superintendent shall prepare memos, reports, charts, spreadsheets, plans and specifications as necessary.
7. The Parks and Recreation Superintendent shall coordinates department activities with other departments and agencies as necessary.
8. The Parks and Recreation Superintendent shall make a monthly report to the Harvard Park Board.
9. The Parks and Recreation Superintendent shall work on goals established by the Harvard Park Board.
10. The Parks and Recreation Superintendent shall perform all other duties assigned.