



JOB OPPORTUNITY with the Glenview Park District: **Applications System Administrator** **(Full-Time, Salaried)**

“Recreate” a better life with a career in the field of Parks & Recreation!

ABOUT US

The Glenview Park District is an independent local government agency that provides beautiful parks and outstanding recreational opportunities for the residents of Glenview, IL and beyond. Major facilities include a 170,000 sq. ft. community center, three aquatic centers, an 18-hole golf course with clubhouse and restaurant, a 9-hole golf course with platform tennis, a tennis club, an ice center, a 1920s dairy farm, an 1850s nature/history center, and newly renovated administrative offices. The District has over 100 full-time employees, 300 year-round, part-time employees and another 500 summer/temporary employees.

JOB SUMMARY

The Applications System Administrator is responsible for the comprehensive oversight, performance and optimization of the Park District's registration software packages, such as RecTrac, FinnlySport, Court Reserve, and ForeUp. This position ensures consistent functionality, proactively monitors for system issues and serves as the District's primary point of contact for internal software support. The Applications System Administrator will act as a liaison to Finance and IT and collaborate across departments to ensure efficient system use, training and communication.

QUALIFICATIONS

A Bachelor's Degree in Information System or a related field from an accredited college or university is preferred. Will consider significant and material experience in lieu of formal education. At least five (5) years of relevant technical experience in a business environment is required. Experience with RecTrac and other registration software is preferred. Professional certification in software support, data analysis or project management and/or active membership in a professional association is desirable. A valid Illinois driver's license is required.

SCHEDULING & PAY

This is a full-time, salaried position. The typical hours are Monday through Friday from 8:30 a.m.-5:00 p.m. with additional evening and weekend work as required. The hiring range for this position is \$80,000-\$85,000, depending on qualifications and experience.

BENEFITS WE OFFER

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Public Service Loan Forgiveness
- Park District Facility Discounts and Usage Benefits

FOR MORE INFORMATION

Contact Sean King at (224) 521-2260 or Sean.King@GlenviewParks.org.

APPLY ONLINE

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page

*If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer.*

Date Posted: 8/15/2025