

**Hoffman Estates Park District
Procedure for Chain of Command Succession**

1.003 Chain of Command Succession

The chief administrator of the Park District is the **Executive Director**. In the event that the Executive Director is unable to perform the duties and responsibilities of the position due to illness, vacation, or any other reason, the succession of command shall be as follows:

- First - Director of Recreation
- Second- Director of Finance & Administration
- Third - Director of Golf & Facilities
- Fourth - Director of Parks, Planning & Maintenance

Within the **Recreation Division**, the succession of command shall be as follows:

- First - Director of Recreation
- Second - Superintendent of Recreation
- Third - Superintendent of Communications & Marketing

Within the **Bridges of Poplar Creek Division**, the succession of command shall be as follows:

- First - Director of Golf & Facilities
- Second - Food & Beverage Manager
- Third - Golf Operations Manager & Head Golf Professional
- Fourth - Golf Course Superintendent

Within **The Club at Prairie Stone**, the succession of command shall be as follows:

- First - Director of Golf & Facilities
- Second - General Manager
- Third - Operations Manager

Within the **Administration & Finance Division**, the succession of command shall be as follows:

Business or Finance:

- First - Director of Finance & Administration
- Second - Superintendent of Business
- Third - Business Applications Manager

Information Technology:

- First - IT Manager
- Second- IT Associate

Human Resources:

- First - Human Resources Manager

Within the **Park Services Division**, the succession of command shall be as follows:

- First - Director of Parks, Planning, & Maintenance
- Second - GIS, Parks, and Risk Management Administrator
- Third - Supervisor of Aquatics & Buildings

Revision Date: March 16, 2021

Craig Talsma, Ex Dir

CHAIN OF COMMAND

Admin

1. Craig Talsma
2. Alisa Kapusinski
3. Nicole Hopkins
4. Brian Bechtold
5. Dustin Hugen

Business or Finance:

1. Nicole Hopkins
2. Lynne Cotshott
3. Brittany Meschewski

Information Technology:

1. John Agudelo
2. Brett Lonergan

Human Resources:

1. Catalina Rodelo

Recreation

1. Alisa Kapusinski
2. Pat Bodame
3. Katie Burgess

Bridges

1. Brian Bechtold
2. Jennifer Fuller
3. Kurtis Hartwig
4. Bill Meyer

The Club

1. Brian Bechtold
2. Christine Tusa
3. Beth Zimmer

Parks

1. Dustin Hugen
2. Kyle Wozny
3. Mitch Haizel