

**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 Golf & Facilities
- Third - Director of Finance
- Fourth - Director of Parks, Planning & Maintenance
- Fifth - Director of Administrative Services

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

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

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

- First - Sales & Event Manager
- Second- Golf Operations Manager & Head Golf Professional
- Third - Bar & Grill Service Manager

Within **The Club at Prairie Stone**, the succession of command shall be as follows immediately after the Division Director of Facilities:

- First - General Manager
- Second - Operations Manager

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

Business or Finance:

- First - Superintendent of Business
- Second- Accounting Manager

Networking/Software:

- First - IT Manager
- Second- IT Associate

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

- First - Supervisor of Park Grounds
- Second- Supervisor of Aquatics & Buildings
- Third - GIS, Parks, and Risk Management Administrator

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

Human Resources:

First - Human Resources Manager

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Craig Talsma, Ex Dir