

**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 - Deputy Director
- Second- Director of Administrative Services
- Third - Director of Parks, Planning & Maintenance
- Fourth - Director of Recreation

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

- First - Superintendent of Recreation Programs
- Second- Superintendent of Athletics & Facilities

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

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 - Facility Manager

Within the **Finance Division**, the succession of command shall be as follows immediately after the Director of Finance:

- First - Accounting Manager
- Second- Disbursement Supervisor

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

**Networking/Software:**

- First - Superintendent of IT
- Second- IT Specialist

**Human Resources:**

- First - Manager of Human Resources & Risk Management

Within the **Parks, Planning & Maintenance Division**, the succession of command shall be as follows:

- First - Superintendent of Parks
- Second- Superintendent of Buildings & Aquatics
- Third - Superintendent of Playgrounds & Construction
- Fourth - Superintendent of Golf Course Maintenance

Revision Date: October 21, 2025

Craig Talsma, Ex Dir