

Chief of Planning and Development  
Department: Milwaukee County Parks  
Salary: \$82,139.62 - \$121,707.07

#### Milwaukee County Overview:

Located on the shores of Lake Michigan, Milwaukee County is home to nearly one million residents, six Fortune 500 companies, a dozen universities, and hundreds of cultural venues, activities and events ([www.visitmilwaukee.org](http://www.visitmilwaukee.org)). Milwaukee County government is responsible for key public functions including Parks, Transportation, Zoo, Senior Services, Criminal Justice, and Health and Human Services. In recent years, despite significant structural deficit issues, Milwaukee County government has developed balanced budgets, increased and improved critical services for residents, and spurred major economic development.

#### About:

The Milwaukee County Park system has long been a source of pride for the residents of Milwaukee County in southeastern Wisconsin. Serving the largest county in the state, the Milwaukee County Parks system offers over 150 parks and parkways totaling 15,300 acres of recreational enjoyment. The Park system offers year-round activities, including natural areas, Lake Michigan beaches and full service marinas, outdoor and indoor pools, community and recreation centers, botanical gardens and conservatory, nature center, historical sites, tennis and volleyball courts, 15 golf courses and 8 disc golf courses, off leash dog exercise areas, 2 family aquatic centers and more than 180 athletic fields for a variety of sporting events. The Park Department's 120-mile Oak Leaf Trail has long been viewed as a gem of the County Parks system.

The mission of the Milwaukee County Parks, Recreation & Culture Department is to sustain the legacy of our world class park system by managing and conserving our natural and cultural resources and promoting and providing park and recreation opportunities for the benefit of the community.

#### Job Summary:

Provides management and coordination of Parks Planning functions including the development and maintenance of comprehensive, long-, medium-, and short-term strategies for: master planning for the park system, sites, facilities, and amenities; site assessment; capital prioritization, budgets, and grant administration; identifying and coordinating deferred maintenance improvements; planning procedures and practices; park standards; public project requests; and GIS/mapping.

#### Job Responsibilities:

- Develop and manage Parks master planning processes including park system plans, individual park plans, and open space plans; develop comprehensive Parks planning strategies and goals; conduct public outreach related to planning initiatives.
- Identify capital needs and priorities; oversee and support project management team; advise on scope of work, Parks standards, budget, schedule, and contractor compliance; maintain five- and ten-year capital plans
- Draft, develop, and manage Parks planning policies, procedures, standards and internal practices.
- Coordinate parks planning with other County departments, especially Facilities, as well as other local, regional, and state planning authorities.

- Develop work priorities, assign work, and monitor completion of work; direct staff in developing works plans; define performance goals; develop performance metrics; conduct staff performance reviews; and foster growth.
- Oversee incoming capital project requests from the general public and external partners; develop process and rational for handling of requests; integrate into department's larger capital plan; share messaging updates with Parks staff.
- Coordinate with Park Operations team to prioritize maintenance investments in light of current needs and deferred maintenance backlogs.
- Maintain GIS mapping of parks infrastructure; develop and update database of capital condition and need.
- Prepare, implement, and monitor the annual division budget; develop supporting planning and capital budgets as needed.
- Identify grant funding sources, eligible projects, and programs; assist in identifying funding sources for local matches of grant funded projects; prepare supporting documents for review and approval.

#### Required Skills and Abilities

A Bachelor's Degree in Urban Planning, Architecture, Public Administration or a closely related field. Five years of planning, project management, parks and recreation experience, and senior management experience required, or an equivalent combination of education and experience. A valid driver's license is also required. A Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) preferred.

Milwaukee County is an equal opportunity employer. We offer a comprehensive blend of benefits designed to make your life better both inside and outside of the workplace.

<http://county.milwaukee.gov/Careers/HowtoApply.htm>