JOB DESCRIPTION

Position Title: Chief of Planning & Development
Status: Full Time, Exempt
Salary Grade: 29
Scope Data: Supervise 4 FT Employees,

Job Content:

1. Overall purpose of this position:

   • Direct planning and implementation of capital improvements to preserve the quality of natural resources and enhance the visitor experience.

2. Major activities, performed to carry out the purpose of the position as described above:

   A. Direct the preparation and implementation of the park district’s comprehensive master plan and master plans for individual park areas in accordance with park district policy.

   B. Develop and administer departmental structure including project priorities, approval processes, operational budget and equipment budget.

   C. Prepare and administer short and long-term capital improvement and operational budgets.

   D. Coordinate budget including annual park property assessments in coordination with Finance Department.

   E. Serve as a member of the Executive Director senior management team, participating in the development of organizational policies, strategy and procedures.

   F. Direct and manage staff: select, hire, train, coach, counsel; monitor and assure performance. Evaluate departmental roles and structure to assure efficiency and effectiveness within the department and provide professional growth opportunities where possible.

   G. Oversee the preparation of construction documents: specifications, bidding documents and cost estimates.

   H. Detailed understanding of public bidding procedures in Ohio.

   I. Serve as a technical advisor to the Park District, providing guidance on capital improvement plans, design, engineering and construction, bidding and contracting. Manage consultant and construction procurement process.
J. Identify funding sources and assist with preparation of grant applications or funding requests for planning and capital projects.

K. Establish and maintain effective working relationships within the local community.
Represent the park district to various professional organizations, ad-hoc civic groups, and serve as a liaison to various external groups.

L. Oversee the maintenance of the park district land ownership records

M. Develop and monitor programs to annually assess the condition of Metro Parks’ infrastructure (i.e. bridges, pavement, utilities and NPDES Stormwater program) and report to the Executive Director and Board of Park Commissioners as needed.

N. Oversee the development of easements, agreements and Right-Of-Way documents related to capital improvement projects.

O. Oversee acquisition plans to ensure governmental and regulatory compliance relating to land use, zoning, building code and land development code.

P. Prepare resolutions for project expenditures, project updates and project budget updates to the Board of Park Commissioners at appropriate intervals, or as requested.

Q. Must possess understanding of basic architectural design that is in line with the park district’s brand identity and current structures and standards.

R. Assure conformance with Park District’s safety and risk management programs.

S. Flexible work hours, including evenings, weekends and holidays, if required.

Qualifications:

3A. Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications:

- Education/Experience: Broad knowledge of site design, construction, landscape design, planning, basic civil engineering principles, typically acquired from an accredited college or university achieving a bachelor’s degree level. Minimum eight (8) years progressive experience in civil engineering, landscape architecture, planning, construction, architecture, or closely related field.

- Credentials/Licenses/Certifications: Registered landscape architect, registered professional engineer, or certificate from the American Institute of Certified Planners, preferred. Certified
Parks & Recreation Professional (CPRP) preferred. Valid Ohio driver’s license with clear driving record.

- Minimum 5 years’ managerial experience preferred.

- Presentation preparation and public speaking skills.

- Demonstrated leadership skills: coaching, team building, goal setting, decision-making, problem-solving and analytical skills.

- Demonstrated team player qualities: active-listening, reliability, communicates constructively both written and orally, shows commitment to the team, treats others in a respectful and supportive manner.

- Demonstrated emotional intelligence to include: demonstrated self-awareness and accurate self-assessment, demonstrated sensitivity and empathy, demonstrated openness, reliability, and consistency. Proven track record of establishing and maintaining critical relationships internally and externally. Demonstrated trust, integrity, and credibility.

- Clear understanding of the principles and practices of parks, trails, open space and passive recreation planning and design, and the management and protection of sensitive natural and cultural resources.

- Knowledge of operations and maintenance of parks and natural areas preferred.

- Understanding of outside funding sources.

3B. Essential Physical Demands and Working Environment:

- While performing the duties of this job, the employee is regularly required to stand, walk (often on uneven terrain), talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl; taste or smell. The employee must regularly lift and/or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

- While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions including temperature, humid and wet; fumes or airborne particles; and confined spaces. The employee may be exposed to the body fluids of others while performing first aid/rescue procedures.

3C. Previous positions that are necessary background experience to qualify for this position:

- Seasoned level of experience in planning, professional design services, construction and
implementation of public projects.

CONDITIONS OF CONTINUED EMPLOYMENT:

- Must successfully complete a one-year probationary period.