External/Internal Posting

Position Vacancy: Chief of Planning & Development

Classification: Full Time, Salaried, Exempt
Salary Grade 29, Anticipated starting salary $85,851 - $107,285

Benefits: Ohio Public Employees Retirement System, Management Employees Benefit Package

Profile: Direct planning and implement capital improvements to preserve the quality of natural resources and enhance the visitor experience. Major activities performed to carry out the purpose of the position include but are not limited to: Serve as a member of the Executive Director’s senior management team, participating in the development of organizational policies, strategy and procedures. Direct the preparation and implementation of the park district’s master plans for individual parks. Develop and administer departmental structure including project priorities, approval processes, operational budget and equipment budget. Prepare and administer short and long-term capital improvement and operational budgets. Direct and manage staff. Oversee the preparation of construction documents: specifications, bidding documents and cost estimates. Detailed understanding of public bidding procedures in Ohio. Manage consultant and construction procurement process. Contract and oversee the procurement of archaeological and cultural studies. Identify funding sources and prepare or assist with preparation of grant applications or funding requests for planning and capital projects. Represent the park district to various professional organizations, ad-hoc civic groups, and serve as a liaison to various external groups. Oversee the maintenance of the park district land ownership records. Prepare and present resolutions for project expenditures, project updates and budget updates to the Board of Park Commissioners at appropriate intervals, or as requested. Must possess understanding of architectural design style that is in line with the park district’s identity and current structures.

Qualifications: 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.

Continued employment: Must successfully complete a one-year probationary period.

Contact: Please submit a letter of interest and resume to Human Resources: employment@summitmetroparks.org WORD or PDF format only

Posting Date: May 28, 2024
Closing Date: Open until filled or withdrawn