

**PLANNING MANAGER**

**Organization Overview**

Medina County Park District is a local and regional leader in conservation, education, and the protection of natural resources. Employees take pride in the parks, trails, programs, and community; ensure quality outdoor experiences; protect public investments; plant the forests and prairies of tomorrow; and develop the next generation of stewards. Employment with the park district is more than a job – it's an opportunity to make lives better in a fun, fulfilling team environment.

**Responsibility**

Under the supervision of the deputy director, responsible for master planning, park development and the design/construction of district facilities including, but not limited to, trails, parking lots, bridges, boardwalks, playgrounds, and enclosed and open-air facilities

**Examples of Duties**

- Oversees the development of master plans for parks and preserves including the analysis and selection of amenities, as well as overall area design
- Oversees in-house engineering and concept design and the selection and management of design consultants including evaluating qualifications, managing the bidding process and construction documents, and construction administration
- Helps to develop the district's annual capital budget in accordance with park development plans
- Assists with the development, implementation, and administration of the district's annual capital improvement plan; communicates with and chooses vendors to complete select tasks on the annual capital projects list
- Assists the director and deputy director in the development and implementation of long-range goals and objectives in support of the district's mission
- Assists with the preparation and implementation of the park district's strategic plan and coordinates its implementation with department managers
- Conducts professional, technical, and administrative work researching, developing, and monitoring state, local, federal, corporate, and foundation grants; develops a schedule of programs, projects, and activities to obtain grant funding; prepares or assists with the preparation of grant applications; and coordinates a wide variety of special projects from inception through completion
- Supervises department staff including full-time and seasonal employees and interns
- Develops and draws schematic, conceptual, and final plans for park facilities, assuring compliance with all local, state, and federal regulations
- Inventories and analyzes site conditions to include biological diversity, wildlife and vegetation management, watershed quality, soil and geologic conditions, and cultural profile of rural areas
- Assists with the preparation of reports on land acquisition, proposed capital improvement projects, and necessary cost estimates

- Develops maps as requested by various departments using GIS software
- Other duties as assigned

### **Necessary Knowledge, Skills, Abilities**

- Strong leadership skills with the proven ability to set a clear vision, communicate that vision, and motivate and lead others
- Proven teamwork, communication and partnership skills, and the ability to work directly with all levels of the organization to achieve common goals
- Demonstrated emotional intelligence including self-awareness, empathy, reliability, and consistency; a proven track record of establishing and maintaining critical relationships internally and externally; demonstrated trust, integrity, and credibility
- Bachelor's degree (master's degree preferred) in landscape architecture, engineering, or related field; ability to communicate effectively through writing, drawing, and speaking
- The ability to maintain effective working relationships with associates, other professionals, and the general public; the ability to handle sensitive inquiries from and contacts with other agencies and the general public
- The ability to define problems, collect data, establish facts, and draw conclusions
- Experience in wetlands regulations, ADA regulations, aquatic systems, and native plant ecology is useful
- Experience with rural environmental planning is useful
- Ability to use computer-based planning tools such as AutoCad and ArcGIS
- Ability to organize and prioritize; ability to make sound judgements; ability to assume responsibility

### **Required Physical Abilities Include the Following, But Are Not Limited To**

- Must conduct field investigations in or around a variety of environments including woods, wetlands, prairies, ponds, ravines, bridges, and old buildings
- Work around heavy equipment during construction projects
- Work in inclement weather
- May occasionally lift items weighing in excess of 50 pounds
- Ability to occasionally work an irregular schedule (e.g., attend evening meetings, weekend events) based on the needs of the park district

### **Desired Training and Experience Requirements**

- Any combination of training and experience that would indicate possession of the necessary knowledge, skills, and abilities listed above
- Minimum eight years' experience with progressive management and supervisory duties
- Registration and state license or progress in achieving registration and license
- Possession of a valid Ohio motor vehicle operator's license with a good driving record
- Satisfactory fingerprint and criminal background check and drug screening