



Madison, City of (WI) Parks Planning and Development Manager

SALARY	\$48.34 - \$58.19 Hourly \$3,746.33 - \$4,510.04 Biweekly \$8,117.05 - \$9,771.75 Monthly \$97,404.58 - \$117,261.04 Annually	LOCATION	Madison, WI
JOB TYPE	PERMANENT FULL TIME	JOB NUMBER	2024-00370
DEPARTMENT	Parks Division	OPENING DATE	10/25/2024
CLOSING DATE	11/11/2024 11:59 PM Central	COMP.	18/14
		GROUP/RANGE	

General Description

This is responsible managerial, professional, and administrative work in planning for and developing City parks and open spaces. Work incorporates comprehensive responsibility for parks planning, resource development/management, and design and construction programs and services. Work involves considerable discretion and judgment in directing the development, prioritization, and utilization of resources (within policy parameters) inherent in the planning, design, and development of parks facilities and open spaces. Under the general direction of an Assistant Parks Superintendent, the employee plays a key role in the overall management of the Parks Division.



IMPORTANT: A COMPLETE APPLICATION WILL INCLUDE A COVER LETTER (MAXIMUM ONE (1) PAGE) IN THE ATTACHMENT SECTION OF YOUR APPLICATION.

Your cover letter must address the following:

- 1) Your experience applying the principles of landscape architecture or other land use and in leading a professional team in applying those principles;

- 2) Your experience working with community members and partners on issues relating to land use and open space planning; and
- 3) Your knowledge and skills related to parks planning, resource development/management, and design/construction programs and services.

****APPLICATIONS RECEIVED WITHOUT AN ATTACHED COVER LETTER ADDRESSING THESE TOPICS WILL IMMEDIATELY BE ELIMINATED FROM CONSIDERATION.****

Employees may be eligible for loan forgiveness through the [Public Service Loan Forgiveness Program](#).

The City of Madison is an equal opportunity employer functioning under an affirmative action plan. We value diversity, equity, inclusion, and belonging. Black, Indigenous, people of color, women, trans, nonbinary, and individuals with disabilities are encouraged to apply!

Examples of Duties and Responsibilities

Direct the staff, programs, and services of the Parks Planning and Development Section, incorporating overall responsibility for the strategic planning, development, improvements and/or conservation of parks facilities and areas:

- Oversee the development of the Parks Capital Budget, Capital Improvement Program, and Section Operating Budget.
- Develop and manage a 10-year capital improvement plan, soliciting input from parks staff and providing cost estimation for projects.
- Lead, coordinate, and facilitate strategic planning efforts in relationship to the Park and Open Space Plan and other required planning documents.
- Provide planning expertise and assistance to the Department of Planning and Community and Economic Development (DPCED) in the areas of environment, conservation, open space, parks, undeveloped land, preserving natural areas, land use planning, annexations, rezoning, neighborhood planning, park dedication and environmental impacts of development.
- Direct and supervise professional and hourly staff. Hire, train, schedule, supervise, and evaluate staff. Receive and respond to grievances as required. Conduct investigations regarding workplace concerns.
- Oversee and coordinate the development of grant applications and the administration of grants for acquisition and development.

Coordinate and direct park site planning and construction, engaging the community in the planning efforts:

- Lead the preparation of requests for consulting proposals, respond to inquiries, conduct interviews as necessary, and assist in selection of consultants for projects.
- Oversee the development of contracts between the City and the consultant and negotiate and prepare contract amendments.
- Direct and oversee construction administration of park projects including inspection, ensuring permit requirements are in compliance.
- Coordinate and direct that contractual requirements are met and purchasing guidelines are followed.
- Lead the review of development projects for appropriate Park Impact Fee assessment.
- Oversee and coordinate land acquisition and Park Dedication and/or Park Development review with the DPCED, landowners, developers, real estate staff and other City agencies (Community Development Block Grant unit).
- Oversee the collection of and monitor Park Impact Fee funds and other associated funds from trusts, grants and/or donations for park development and land acquisition.
- Coordinate and direct the development of design documents, including plans and contract specifications for Public Works Contracts, ensuring Federal, State and local requirements are met.
- Represent the Parks Division in meeting with developers and City staff and appearing at Parks and Planning Commission meetings and before the Common Council.

Participate in activities to support the overall mission of the Parks Division.

- Provide high level expertise and direction as a key member of the Parks Management Team.
- Participate in and/or lead special and ongoing projects and program activities as directed by the Assistant Parks Superintendent.
- Represent the Parks Division and/or City in cooperation with other governmental and non-governmental agencies.
- Attend and give presentations to the Parks Commission relating to Parks Planning and Development activities.

- Prepare reports and provide estimates for improvements.
- Monitor trends in Parks Planning and Development activities and recommend improvements to the Parks Superintendent, the Assistant Parks Superintendent, the Parks Commission, Alderpersons, the Council and other committees.
- Perform related work as required.

Minimum Qualifications

- Four (4) years of responsible, advanced level professional landscape architecture, engineering, or project management experience, including at least two (2) years of supervisory experience involving both personnel and program activities; AND
- Associate's (or higher level) degree in landscape architecture, civil engineering, project management, or a related field.

-OR-

- Four (4) years of experience in applying the following:
 - Professional planning principles, techniques, and practices as it relates to land use and open space issues;
 - Professional project management principles, techniques, and practices as it relates to planning, design, construction, and long-term maintenance;
 - Design principles specifically related to ecological and environmental issues and their impact on landscape development and resource conservation;
 - Computer Assisted Design processes and techniques and computer applications applicable to the areas of responsibility; AND
- Two (2) years of experience in applying the following:
 - Full range of supervisory principles and practices, labor relations, and personnel management; AND
- Familiarity with the following:
 - Capital improvement planning and budgeting principles and procedures; AND
 - Project approval processes and contract awarding and administration procedures.

The City of Madison strives to provide exceptional customer service to all its residents and visitors. Therefore successful candidates will have demonstrated ability to effectively work with multicultural communities.

For the complete list of the knowledge, skills, and abilities, please reference the Parks Planning and Development Manager [classification specification](#).

Special Requirements

- Possession of a valid Certificate of Registration as a Landscape Architect or Professional Engineer in the State of Wisconsin upon appointment.
- Ability to meet the transportation requirements of the position.
- The selected candidate will be expected to attend a variety of meetings outside the normal work schedule, including evenings and weekends.

Physical Requirements:

- Ability to physically access and inspect all parks facilities and new land acquisition opportunities throughout the City.
- Ability to physically visit construction sites and inspect work.
- Ability to work outdoors in all types of weather.
- Ability to work in an office setting using standard office equipment and software applications.

Agency

Madison, City of (WI)

Address215 Martin Luther King Jr., Blvd.
MMB Rm 261
MADISON, Wisconsin, 53703**Phone**

(608) 266-4615

Website<http://www.cityofmadison.com/jobs>**Parks Planning and Development Manager Supplemental Questionnaire*****QUESTION 1**

A complete application will include an attached cover letter that addresses the following: 1) Your experience applying the principles of landscape architecture or other land use and in leading a professional team in applying those principles; 2) Your experience working with community members and partners on issues relating to land use and open space planning; and 3) Your knowledge and skills related to parks planning, resource development/management, and design/construction programs and services. By checking this box, I acknowledge that my cover letter may be used as part of the selection process and may be used to determine whether or not I move forward in this recruitment process. I also acknowledge that my responses will be evaluated on my writing ability; which includes spelling, grammar, and my ability to express my thoughts in a logical fashion, while clearly communicating my proper intentions. By checking this box, I acknowledge that a cover letter with a maximum length of one (1) page is required and must be submitted as an attachment in the "Attachment" section of the application. (If you haven't already attached your response, please return to your application to do so before submitting your application.)

 Acknowledgement***QUESTION 2**

How many years of professional landscape architecture, engineering, or project management experience do you have?

- No experience
- Some, but less than one (1) year
- One (1) to less than two (2) years
- Two (2) to less than three (3) years
- Three (3) to less than four (4) years
- Four (4) or more years

***QUESTION 3**

Do you have an Associate's (or higher level) degree in landscape architecture, civil engineering, project management, or a related field?

- Yes
- No

***QUESTION 4**

Do you hold a valid Landscape Architect or Professional Engineer credential/license issued by the State of Wisconsin?

- Yes
- No

***QUESTION 5**

Do you hold a valid Landscape Architect or Professional Engineer credential/license issued by a state other than Wisconsin?

- Yes
 No

***QUESTION 6**

How many years of experience do you have in applying professional planning principles, techniques, and practices as it relates to land use and open space issues?

- No experience
 Some, but less than one (1) year
 One (1) to less than two (2) years
 Two (2) to less than three (3) years
 Three (3) to less than four (4) years
 Four (4) or more years

***QUESTION 7**

How many years of experience do you have in applying professional project management principles, techniques, and practices as it relates to planning, design, construction, and long-term maintenance?

- No experience
 Some, but less than one (1) year
 One (1) to less than two (2) years
 Two (2) to less than three (3) years
 Three (3) to less than four (4) years
 Four (4) or more years

***QUESTION 8**

How many years of experience do you have in applying design principles specifically related to ecological and environmental issues and their impact on landscape development and resource conservation?

- No experience
 Some, but less than one (1) year
 One (1) to less than two (2) years
 Two (2) to less than three (3) years
 Three (3) to less than four (4) years
 Four (4) or more years

***QUESTION 9**

How many years of experience do you have in applying Computer Assisted Design (CAD) processes and techniques?

- No experience
 Some, but less than one year
 One (1) to less than two (2) years
 Two (2) to less than three (3) years

- Three (3) to less than four (4) years
- Four (4) or more years

***QUESTION 10**

How many years of supervisory experience do you have that included responsibility for hiring, training, investigating, and/or disciplining employees?

- No experience
- Some, but less than one (1) year
- One (1) to less than two (2) years
- Two (2) or more years

***QUESTION 11**

Are you familiar with capital improvement planning and budgeting principles and procedures?

- Yes
- No

***QUESTION 12**

Are you familiar with project approval processes and contract awarding and administration procedures?

- Yes
- No

* Required Question