

**Five Rivers MetroParks
Job Description**

Job Title	Chief of Planning	Department	Planning
Grade Level	34	Reports To	Chief Executive Officer
FLSA Status	Exempt	Approved Date	10/2025

SUMMARY

This position provides senior leadership and direction to subordinate staff with responsibility for the agency’s planning and design for parks, trails, facilities, land planning and acquisition, management of construction and improvement projects, to support agency strategic planning efforts, and performs other special projects assigned by the CEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must perform essential duties to expected performance standards. Reasonable accommodations are made as required for persons with disabilities as defined under the Americans with Disabilities Act. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment.

- Serve as a member of the executive leadership team. Provides leadership and direction to assigned areas of responsibility. Provides staff direction and works with affiliated organizations to execute Five Rivers MetroParks (FRMP) comprehensive and other agency plans, and capital improvements that support the agency’s vision, mission, and strategic direction.
- Plan, direct, and integrate comprehensive planning and projects for the agency.
- Manage and administer park, trail and land planning and acquisition, construction and improvement projects, and capital improvement planning
- Analyze complex planning and project issues and challenges, evaluate alternative solutions, and develop sound conclusions, recommendations, and courses of action.
- Evaluate planning and project management practices and adopt effective courses of action; develop clear, concise, and comprehensive technical reports, correspondence, and other written materials.
- Inform and advise the CEO on local and regional community development, land, environmental and infrastructure planning issues.
- Working in conjunction with the CEO supports the development of agency strategic plans. Ensures alignment of strategic plans with agency purpose, mission, vision, values, and community priorities.
- Lead the development of internal strategic action plans.
- Work with partners in the community to further strategic planning efforts.
- Coach and mentor staff to empower them in the development and execution of the strategic plan(s).
- Facilitate the communication of strategic plans and their implementation to staff, agency partners, and the public.
- Monitor local, state-wide and national trends in planning, economic and community development matters; evaluate their impact on agency and provide recommendations to the CEO.
- Ensure timely preparation of complete and accurate functional area work for presentation to executive leadership, the Board of Park Commissioners, citizen committees, and other organizational or community groups; perform research and analysis for presentations on special projects and planning.
- Present proposals and recommendations clearly and logically in public meetings. Provides opportunities for public participation in the development of plans and designs.
- Understand, interpret, explain, and apply local, state, and federal law and regulations governing land use planning, construction, and community development.

- Exercise sound judgment within general policy guidelines; establishes and maintains effective working relationships with staff, community partners and other commissions and boards, officials, external organizations, and developers.
- Coordinate and manage the agency's land use agreements with other external agencies.
- Review, analyze and monitor assigned budgets and recommend appropriate management actions.
- Review, edit, and approve contracts, plans, policies, proposals, and other reports and documents. Interprets and ensures agency compliance with federal, state, and local laws pertaining to the agency's planning and project management.
- Lead special strategic projects, as assigned by the CEO.
- Serve as an active member on state and national professional boards and committees to enhance the connections, networking, and information sharing to ensure the agency is current with industry's best practices.
- Work assigned schedule, exhibits regular and punctual attendance, and works outside of normal schedule as required.
- Maintain confidentiality of sensitive records and information.

ADDITIONAL RESPONSIBILITIES

- Provide service to the public, responding to questions, helping, and providing information.
- Collaborate within and across organizational boundaries to provide information and service for the effective operation of the agency and all staff.
- Facilitate the periodic review of agency rules and regulations and works with staff and executive leadership to update them as needed.
- Represent the agency at local, regional, state, and national conferences and other forums.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- Supervise staff as assigned.
- Manage in accordance with delegated authority, and the agency's policies, applicable laws and regulations.
- Collaborate within and across organizational boundaries to provide information and service for the effective operations of the agency and all staff.
- Maintain responsibility for timely and effectively accomplishing the goals of the functional area, in accordance with the FRMP strategic plan and initiatives.
- Maintain effective organizational communications and consistently follow sound management principles and practices.
- Carry out supervisory responsibilities in accordance with the agency's rules, policies, and applicable laws.
- Establish priorities, performance requirements and personal development targets that are connected to the organization's goals, objectives, and initiatives; regularly monitors performance and provides coaching for performance improvement and development; provide recommendations related to hiring, compensation, and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies.
- Ensure that subordinate staff is accountable for individual responsibilities and fosters a sense of empowerment for decision-making at all levels.
- Encourage a sense of urgency, fun, and satisfaction toward meeting the agency's goals and objectives.

EQUIPMENT OPERATED

Computer; laptop; printer; calculator; copier; fax machine; telephone; postage machine; other standard office equipment; and vehicles.

CONFIDENTIAL INFORMATION

Information contained in personnel files, land acquisition plans and strategies, personnel and organizational planning strategies, and other confidential or sensitive information.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A suitable combination of education, training, coursework, and experience may be accepted as evidence of an applicant's ability to demonstrate the required knowledge, skills, and abilities. An example of an acceptable qualification is:

- Bachelor's degree in landscape architecture, Planning, Public Administration, Natural Resources, or closely related fields.
- Seven years of progressively responsible experience in public administration or business administration, including experience in a senior level management capacity, or an equivalent combination of training and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certified Parks and Recreation Professional, Certified Park and Recreation Executive, or Licensed Landscape Architect
- Ohio Driver's License which meets FRMP insurance carrier guidelines.

JOB COMPETENCIES

Employees who are successful in performing this job typically exhibit the following competencies.

Leadership Skills:

- Knowledge of leadership and executive management principles and practices.
- Ability to manage at an executive level.
- Provides team-oriented strategic and long-range planning for assigned work functions within the agency, consistent with the agency's philosophy and practice of transparency, ethics, and creditability.
- Ability to encourage the professional growth and development of assigned staff through interactive, impartial, and effective leadership and mentoring. Through effective leadership, demonstrate understanding and support and communication of the agency's mission.
- Supports, and manages constructive change while effectively conveying the rationale for decisions and inspiring support.
- Remains current on trends relevant to assigned work functions, and to regulatory and legislative activities, and develop effective recommendations and strategies for complying.
- Serves as an advocate for and represents FRMP in a manner that reflects positively on the agency, its leadership, management and employees, and the Board of Park Commissioners.

Management Style:

- Demonstrates a management style that is team-oriented and approachable.
- Leads, by example, encourage high standards of performance, tact, integrity, ethics, and conduct.
- Strong collaboration skills in working with executive leadership, external organizations and groups, and staff.
- Possesses high levels of initiative in managing multiple priorities and processes.
- Possesses the ability to inspire and motivate staff and provides meaningful recognition.
- Develops a work culture based on trust, transparency, and forthright and appropriate dealings with staff and the community.
- Demonstrates the ability to be a proactive, perceptive, and innovative thinker when dealing with FRMP issues, challenges, and opportunities.

Language Skills:

Ability to:

- Read, analyze, and interpret journals, financial reports, and other business reports and documents.

- Respond to inquiries or complaints from customers, the business community, and relevant industry officials and other persons or entities.
- Work effectively and cooperatively with regulatory and other government agencies.
- Effectively present information and provide reports to Board of Park Commissioners, leadership team, management and other people and entities.
- Demonstrate excellent written and verbal communication and interpersonal skills.
- Handle difficult situations, complaints, or negotiations.

Mathematical Skills:

Ability to:

- Work with mathematical concepts required to develop and manage budgets and oversee or perform other standard business accounting practices.
- Apply mathematical calculations relevant to practical work and reporting situations.

Reasoning Ability:

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables.
- Demonstrate analytical and critical thinking.

Additional Knowledge, Skills, and Abilities

Knowledge of:

- Skill in use of Microsoft Office and other job-related software
- Federal, state, and local laws pertaining to the agency’s management and operations.
- Government and public finance, analysis, and budgeting.
- Financial regulatory compliance.
- Capital program management, planning, and evaluation.
- Risk management

PHYSICAL DEMANDS

The following physical demands are representative of those that are typically performed by an employee while performing the essential functions of this job. These physical demands are not considered to be job qualification requirements but rather help identify where and how reasonable accommodation may be provided when an otherwise qualified person is unable to perform the job’s essential duties due to a disability covered by the ADA.

The employee frequently sits and frequently stands and walks. The employee regularly talks, hears, reaches with arms, and uses hands to finger, handle, and feel. The employee frequently lifts and/or moves items of negligible weight. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

RELATIONSHIPS AND CONTACTS

Regular contact with staff representing all functional areas and the FRMP Board of Commissioners. Frequent external contact with consultants, professionals, representatives of political subdivisions and members of the public, and various other agencies, organizations, and individuals.

WORK ENVIRONMENT

The work environment is that of a typical office setting. While working onsite, the employee is occasionally exposed to outdoor working conditions, moving mechanical parts and other conditions typical to construction sites and natural environments.

EMPLOYEE ACKNOWLEDGMENT OF UNDERSTANDING

This job description has been reviewed with me, and I acknowledge understanding of my job duties, responsibilities, and performance expectations. I further understand that my job may change, and that this description does not necessarily include all the responsibilities that I may be expected to perform.

Signature of Employee

____/____/____
Date