

LONG RANGE PLANNING MANAGER

Recruitment #2007-5137-001

List Type	Exempt
Requesting Department	DEPT OF CITY DEVELOPMENT
Open Date	7/27/2020 12:00:00 PM
Filing Deadline	8/17/2020 11:59:00 PM
HR Analyst	Deidre Steward

[Go Back](#)

INTRODUCTION

**** This position is exempt from Civil Service and the incumbent serves at the pleasure of the Commissioner –City Development. ****

What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, vibrant neighborhoods, lakefront festivals, recreational opportunities and great restaurants.

PURPOSE

Under the direction of the City Planning Manager, the Long Range Planning Manager is responsible for managing the Long Range Planning Section within the Planning Division of the Department of City Development. This includes guiding neighborhood planning for the City of Milwaukee and designing and implementing strategies to maximize community engagement in the planning process.

ESSENTIAL FUNCTIONS

- Manage and supervise the staff of the Long-Range Planning Section, including assigning and reviewing work, supporting professional development and growth, and hiring and training new staff.
- Develop and manage public engagement strategies that maximize stakeholder engagement during planning projects, reduce barriers to participation, and meaningfully engage under-represented groups.
- Carry out special planning projects that may include drafting neighborhood plans, economic and community development planning, leading strategic planning initiatives, redevelopment planning, researching regulatory and other techniques for implementing the comprehensive plan and, developing design guidelines and zoning code updates.
- In consultation with the City Planning Manager, set goals and develop and implement the annual work plan for the Long Range Planning Section; create project scopes of work, budgets, and timelines for major projects to ensure the activities of the Division advance Departmental goals and priorities.
- Oversee the review of public and private development proposals that are subject to discretionary review for compliance with the objectives of the City's Comprehensive Plan and neighborhood goals, as well as relevant design guidelines and city ordinances.

- Develop collaborative relationships with internal and external partners to further the implementation of the recommendations of the Comprehensive Plan. Convene stakeholder groups in support of Long Range Planning initiatives. Serve as the Department's liaison to external groups working on related initiatives.
- Reply to requests for information from the Mayor's Office, Legislative Reference Bureau, Council members, other City Departments, residents, business owners and developers.
- Pursue grant funding and external partnership opportunities that generate additional resources to support Long Range Planning projects.
- Regularly represent the Department at community meetings occurring on nights and weekends at various locations throughout the City.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in urban planning, public administration, urban studies, architecture and/or a related field (course work should include urban and regional planning, community development, urban design, architecture, real estate, land use and zoning) or a related field from an accredited college or university.
2. Five years of experience in professional urban planning or community engagement/development roles, including project management and/or staff management.
3. Valid driver's license is required at time of appointment and throughout employment.

Equivalent combinations of education and professional experience will be considered.

IMPORTANT NOTE: College transcripts are required and must be received by the application period closing date. Transcripts should be emailed to the Human Resources Officer, Vanessa Armstrong at vaarmst@milwaukee.gov- Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

DESIRABLE QUALIFICATIONS

- Recognized standing and participation in professional planning and/or community development organizations.
- Master's degree urban planning, public administration, urban studies, architecture, or a related field preferred.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the theory, principles and techniques of the urban planning and development and community engagement.
- Ability to lead planning or community development/organizing initiatives in racially and socioeconomically diverse communities, including carrying out culturally responsive public engagement techniques.
- Ability to lead, manage and motivate a diverse team.
- Highly developed verbal, and presentation communication skills, including the ability to effectively communicate to a wide variety of audiences (residents, business owners, developers, elected officials, etc.).
- Written communication skills in order to craft proposals, reports and correspondence.
- Ability to display sensitive judgment in planning and development matters and an understanding of the resulting impacts of planning decisions upon the public and the overall development of the city.
- Ability to identify and build relationships with community organizations and agencies related to the work of the Division.
- Ability to prioritize tasks, manage projects, and successfully delegate work to complete tasks based on departmental deadlines and goals.
- Honesty, integrity and the ability to maintain confidentiality.

- Demonstrated commitment to professional development, including staying abreast of current best practices and trends in planning, public engagement, community and economic development, and urban design.
- Computer skills including word processing, presentation, spreadsheet, desktop publishing software.

CURRENT SALARY

The current salary range (2KX) is \$66,435-\$93,010 annually, and the resident incentive salary range for City of Milwaukee residents is \$68,428-\$95,800. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of City Development reserves the right to call only the most qualified candidates to an interview. Information from the selection process will be used to make a hiring decision.

APPLICATION PROCEDURE – Interested individuals must submit a resume and a letter of interest by email to the Human Resources Officer, Vanessa Armstrong at vaarmst@milwaukee.gov. Please indicate Long Range Planning Manager in the subject line. Questions may be directed to Human Resources Officer, Vanessa Armstrong by email or by phone at 414.286.6076. The deadline for submission of application materials is **Monday, August 17, 2020.**

CONCLUSION

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.