

**WE ARE HIRING!**

# Deputy Director

EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Full-time salaried position

## APPLICATIONS

**Application Deadline:** Open until filled. First review of applications will occur on March 13, 2023

**Interested applicants should submit an employment [application](#), a cover letter, a short essay, and a resume, to:**

Leann Buboltz

Administrative Coordinator at [lbuboltz@ecwrpc.org](mailto:lbuboltz@ecwrpc.org);

Subject Line: Deputy Director Position

A confirmation email will be sent upon receipt of application materials.

**Essay Requirement:** In 500 words or less, describe your experience as it relates to the job description of Deputy Director for the East Central Wisconsin Regional Planning Commission. Additionally, identify which core program (Economic Development, Water Quality Management, or Regional Comprehensive Planning) your skill set most relates to and your desired program to administer.

## SUMMARY

The East Central Wisconsin Regional Planning Commission is looking for a leader in the field of urban and regional planning for its Deputy Director position. The Deputy Director is responsible for working with the Executive Director and the leadership team to develop, implement, and lead core program areas at the Commission. The Deputy Director is responsible for the planning, administration and operation of a variety of planning programs and assists the Executive Director with overall administrative and management responsibilities.

## BACKGROUND

The East Central Wisconsin Regional Planning Commission (ECWRPC) serves communities and counties within a seven-county region in northeastern Wisconsin. The core program areas of the Commission include Regional Comprehensive Planning, Transportation Planning, Economic Development Planning, Water Quality Management, and the NR-135 Non-Metallic Mining Reclamation Program. The Commission serves as the region's federal Economic Development District, the Metropolitan Planning Organization (MPO) for Appleton (Fox Cities) and Oshkosh, and staff for the Fond du Lac MPO.

## KEY RESPONSIBILITIES

- Oversees the Economic Development, Water Quality Management, Regional Comprehensive Planning, NR-135 Non-Metallic Mining Reclamation, IT Management, and GIS programs.
- Directly administers one of the following programs: Economic Development, Water Quality Management, or Regional Comprehensive Planning.
- Responsible for the planning, administration, and operation of a variety of planning programs and projects.
- Supervises and manages a planning team by directing, reviewing, and evaluating the work of assigned staff.

- Builds and strengthens partnerships with external stakeholders in the public and private sectors that are engaged in public policy and planning.
- Collects and analyzes qualitative and quantitative data, and prepares analytical analyses, presentations, graphics, and reports.
- Conducts presentations on planning projects with partner organizations and at relevant conferences. Represents the Commission and attends evening meetings as required.
- Works with Geographic Information Systems (GIS) staff to map and visualize data.
- Ensures agency compliance with relevant local, state, and federal laws and regulations, particularly those related to planning programs.
- Reports to the Executive Director on planning related matters, and assists in daily operations and activities as assigned. Leads special projects as assigned by the Executive Director.
- Works with the Executive Director and staff on budget preparation and administration as well as development of the Commission's annual work program.
- Serves as the acting Executive Director in their absence.

## QUALIFICATIONS

- Bachelor's degree in urban/regional planning, geography, civil engineering, environmental science, economics, public administration, or a related field is required along with four years of relevant planning experience. Alternatively, a master's degree in urban and regional planning, public administration, environmental science, or a related field and two years of relevant planning experience. AICP accreditation is preferred, but not required.
- Thorough knowledge of urban planning and development as well as local government policies and procedures.
- Ability to supervise a project team, delegate tasks, and work with the team to meet deadlines.
- Must be innovative, detail-oriented, experienced in highly visible and/or controversial projects.
- Must possess strong interpersonal skills to develop good working relationships at various levels and able to resolve conflicts effectively.
- Ability to communicate effectively and professionally with high-level stakeholders.
- Capability to review and interpret federal forms, funding opportunity packages, and online tools.
- Strong background in writing and developing technical assistance materials.
- Self-motivated, creative, and energetic.
- Ability to manage ambiguity and operate effectively, even when things are not certain or the way forward is unclear.
- Possess knowledge of basic personnel regulations and procedures.
- Organized and can manage multiple projects simultaneously with excellent attention to detail.
- Advanced level of proficiency and previous experience in a variety of computer software applications, especially web browsers, Microsoft Word, Excel, and PowerPoint.
- Experience with ArcPro and GIS applications is preferred and Adobe InDesign is a plus.

## ANNUAL SALARY AND BENEFITS

The position is full time at 37.5 hours/week and offers a starting annual salary in the range of **\$82,579 - \$115,611/year** (depending on experience and qualifications) plus full benefits, including Wisconsin State Health Insurance, flexible scheduling, paid time off, telecommuting, and participation in the Wisconsin Retirement System.

*East Central Wisconsin Regional Planning Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. More information about East Central can be found at [www.ecwrpc.org](http://www.ecwrpc.org)*