



## **Planning Manager**

### **Lake County Forest Preserves**

**Contact Name:** Laurel Diver

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**Contact Phone:** 847-968-3242

**Closing Date:**

**Salary:** \$95,222 - \$119,018 - \$142,834

#### **Description:**

The Planning Manager is responsible for the administration and management of the District's capital improvement projects with site infrastructure and recreation components and preserve master planning. Manages a planning staff; including landscape architects, an engineer and a planner; ensures that operations are compliant with District policies and procedures. Develops schedules, defines work assignments and conducts staff meetings. Oversees the development and execution of existing infrastructure upgrades and capital improvement projects, ensuring designs are constructible and on budget. Recommends project scheduling and personnel assignments for the design, engineering and implementation of projects to meet project timelines. Oversees design development, construction drawings, specifications, bidding and contract and construction administration, including determining any necessary changes, resolving contract disputes, preparing, submitting and approving of change orders and payment requests. Selects, manages or oversees outside consultant contracts. Ensures compliance with required laws, regulations, ordinances and permits. Performs lifting tasks up to 25 pounds. Drives a motorized vehicle to travel to different locations. Performs tasks that will require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.

#### **EXPERIENCE**

Bachelor's Degree in Civil Engineering, Landscape Architecture, Architecture or a related field. A current professional license/registration from the Illinois Department of Financial and Public Regulation in the applicant's primary professional field. Seven years' experience in site engineering, planning, design and construction management. Two years' experience in staff supervision, development, and performance management. Demonstrated ability to manage complex projects involving multiple disciplines, from conceptual design through construction. Strong organizational skills with a proven track record of maintaining schedules and budgets. Excellent communication skills, both written and verbal, with the ability to engage effectively with internal and external groups. Possess a valid motor vehicle driver's license.

#### **HOW TO APPLY AND APPLICATION DEADLINES**

Interest in Forest Preserve employment can only be expressed by submitting a Forest Preserve Employment Application. Applications are accepted online at [www.LCFPD.org](http://www.LCFPD.org). Positions are open until filled.

## **ABOUT LAKE COUNTY FOREST PRESERVES**

The Lake County Forest Preserves offers an excellent work environment as well as a comprehensive benefits package, including medical, dental, and life insurance, IMRF pension plan, and paid vacation, personal, and sick leave.

As principal guardian of Lake County's open spaces and natural areas since 1958, we manage more than 31,200 acres of land and offer innovative educational, recreational, and cultural opportunities for all people. Visitors of all ages can enjoy over 209 miles of trail for a variety of outdoor recreation uses, ponds and lakes for fishing, public golf courses, historical and cultural venues, public access to the Fox River and Lake Michigan, and award-winning nature and history education programs and events.