



Planning Director

Champaign County Forest Preserve District

Contact Name: Kathryn Glynn
Contact E-mail: kglynn@ccfpd.org
Contact Phone: 217-586-3360
Closing Date:
Salary: \$75,524 - \$105,733

Description:

Classification: Full-time, Exempt

Department: Planning

Work Location: District Headquarters (Mahomet, IL)

IMRF: Eligible

Compensation: \$75,524 - \$105,733

Benefits: Employee Benefits 2025

Apply: Champaign County Forest Preserve District - Planning Director

Position Summary

The **Planning Director** is the central force behind all Forest Preserves' development projects and enhancing public access to natural spaces across the county. Partnering closely with staff across Administration, Construction, Operations, Natural Resources, and Museum and Education departments, this leadership position guides the vision, standards, and implementation of open space and facility development, and capital budgeting, including the annual and five-year capital improvement plans.

Supervisory Relationships

This position reports to the Deputy Executive Director and directly supervises the Construction Manager and Planner. The Planning Director is also responsible for the direct and/or indirect oversight of consultants, contractual workers, seasonal employees, volunteers, and interns.

Job Responsibilities

Essential Functions

- Manages the coordination of planning and inventories across District departments.
- Spearheads the design of projects and reports including master plans, site plans, landscaping and natural resources plans.
- Prepares and/or directs the preparation of board summaries, monthly reports, and periodic and special reports; responds to inquiries from administration and the Board of Commissioners as requested.

- Serves as—or otherwise delegates responsibility for-- ADA Officer for the District, ensuring that the Forest Preserves is complying with the Americans with Disabilities Act and implementing the ADA Transition Plan.
- Collaborates with appropriate staff in identifying and applying for grants to fund Forest Preserves-wide projects. Collaborates with the Finance Department on tracking and reporting requirements for capital project grants to ensure maximized use of grant funds and timely reimbursement.
- Develops and maintains complete and accurate project/departmental reports, records, maps, drawings, specifications, and files.
- Established policies, standard operating procedures, and expectations for the Planning Department's projects and inter-departmental collaborations.
- Identify, propose, and oversee the implementation of various planning-related projects, including, but not limited to acquiring quotes, developing and soliciting proposals and bids, coordination with contracted professionals, managing project budget, acquiring permits, and organizing project records.
- Lead the development and recommendation of all Forest Preserves planning and design standards.
- Manage the development and maintenance of the Forest Preserves' GIS database; recommends & executes updates to keep data current and accessible.
- Actively participates in Forest Preserve strategic planning and contributes to establishing organizational-level goals and objectives.
- Demonstrates an understanding of and commitment to the organizational values of Stewardship, Community, and Discovery by caring for our resources, fostering inclusive experiences, and inspiring curiosity through this position's work.

Secondary Functions

- Attends meetings of the Board of Commissioners, Forest Preserves committees, and other events as required in support of Forest Preserves activities.
- Continues professional development to keep abreast of emerging technologies, methods and best practices in the field. Guides the professional development of direct reports; helps employees set annual goals that directly support the Forest Preserves' Strategic Plan as well as established departmental goals and objectives.
- Oversees the development and maintenance of Forest Preserves records of all Forest Preserves facilities and equipment.
- Operates within the guidelines of the CCFPD's safety program to minimize the hazards that adversely affect the safety of personnel, the security of property, and the well-being of patrons exposed to Forest Preserves operations and personnel.
- Implements sustainability efforts across the Forest Preserves, including identification and communication of opportunities and tracking performance data.
- Ensures all staff complete required training to maintain compliance with local, state, and federal regulations.
- Performs other duties as assigned.

Required Qualifications

Minimum Education and Experience

- Bachelor's degree in Landscape Architecture, Architecture, Urban Planning, Civil Engineering and/or other related fields from an accredited university. The Forest Preserves will also consider candidates who hold a high school, trade, or associate's degree combined with multiple years of relevant life or work experience in lieu of a bachelor's degree.
- Background and experience with computer applications including but not limited to Microsoft Office Suite, Illustrator, AutoCAD, Photoshop, ArcGIS Pro and/or related computer programs.

- Experience in management of consultants, contractors, seasonal/intermittent employees, interns, and/or volunteers is preferred.
- Professional Certification through American Planning Association, American Society of Landscape Architects, American Institute of Architects or equivalent is desirable.
- Minimum of 4-6 years of professional experience working in planning or project management is strongly preferred.
- Experience working in the conservation or recreation field is preferred.
- Prior experience supervising staff is preferred.

Knowledge, Skills, and Abilities

- Knowledge of applicable federal, state, and local laws and regulations as well as principles and practices of project management.
- Ability to establish and maintain effective working relationships throughout the Forest Preserves and with external constituents.
- Demonstrated ability to exercise sound judgment in solving problems and making decisions; ability to respond professionally to challenging or stressful situations.
- Ability to use standard office equipment, including a computer. Must possess a working knowledge of office productivity software (such as Microsoft Office suite) or otherwise be able to obtain a working knowledge within 30 days of hire with minimal direction. Excellent oral and written communication skills and the ability to successfully interact with people of all backgrounds and abilities.
- Ability to work independently; to exercise initiative and independent judgment in performance of duties; and to identify and solve problems as they arise.
- Must be highly organized and possess excellent attention to detail.
- Ability to simultaneously handle multiple priorities to meet deadlines, delegating work when appropriate.
- Ability to respond to emergency situations with good safety awareness and judgment; capable of maintaining self-control and composure in challenging or difficult situations.
- Ability to maintain confidentiality in the performance of duties.
- A valid driver's license and clean driving record are required.
- AED/CPR/First Aid certification, or ability to obtain certification within 12 months, is preferred.
- Must be certified through NRPA as a Certified Playground Safety Inspector (CPSI) or have the ability to obtain certification within 6 months.

Apply today at Champaign County Forest Preserve District - Planning Director