



Planning Manager

Champaign Park District

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Closing Date:

Salary: \$62,810.00 - \$87,934.00

Description:

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About the Job

Are you passionate about shaping parks and public spaces that make a lasting impact on the community? As the Planning Manager, you'll lead the planning, design, and development of parks, trails, facilities, and recreational amenities throughout the Champaign Park District. This role oversees capital planning projects from concept through construction, pursues grant funding opportunities, collaborates with community partners and regulatory agencies, and supervises the Planner & ADA Coordinator. If you enjoy combining long-range vision with hands-on project management, this is an opportunity to help shape the future of parks and recreation in Champaign.

Summary of Responsibilities

- Lead the planning, design, and development of parks, trails, facilities, and capital improvement projects.
- Prepare conceptual plans, construction drawings, specifications, bid documents, and project cost estimates.
- Supervise, coach, and develop the Planner & ADA Coordinator and Planning Interns.
- Coordinate with architects, engineers, consultants, contractors, attorneys, developers, municipalities, and regulatory agencies.
- Manage capital projects through planning, bidding, construction, and completion.
- Research, prepare, and administer grants and other funding opportunities.
- Contribute to the District's strategic, comprehensive, master, and trail planning efforts.
- Prepare Requests for Proposals (RFPs) and oversee procurement processes.
- Maintain property records, maps, easements, land transfers, annexations, and planning documentation.
- Facilitate public meetings and engage community members throughout planning projects.
- Assist with departmental budgeting and long-term capital planning.

Why Work With Us?

This position offers the opportunity to leave a lasting impact on the community by helping create and improve parks, trails, and recreational spaces enjoyed by thousands of residents each year. You'll work alongside talented professionals, manage meaningful capital projects, collaborate with community partners, and continue developing your expertise in planning, project management, grant administration, public engagement, and leadership. The Champaign Park District encourages professional growth and supports ongoing training and development.

Benefits Summary

- Full-time employees are eligible for a comprehensive benefits package, which includes:
- Medical, dental, and vision insurance
- IMRF pension participation
- Paid vacation, sick leave, holidays, and personal time
- Life insurance and voluntary supplemental benefits
- Employee assistance program (EAP)
- Professional development and training opportunities
- Wellness program offerings
- Flexible and supportive team environment

About the Champaign Park District

The Champaign Park District's mission is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts. With 62 parks spanning more than 700 acres and 14 facilities offering diverse recreational opportunities, we provide spaces and programs that bring people together, inspire healthy living, and celebrate creativity.

Who This Position Is Ideal For

This position is ideal for someone who enjoys blending creativity, planning, and public service. Successful candidates will be organized, collaborative, detail-oriented, and passionate about community development and recreation. Individuals with experience in planning, landscape architecture, park development, or public-sector project management who enjoy both office-based planning work and hands-on field involvement will thrive in this role. If you enjoy leading projects that leave a lasting impact on a community, we encourage you to apply.

The Champaign Park District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status. We are committed to providing a workplace that is free from discrimination and harassment of any kind. All employees are required to comply with our equal opportunity and harassment laws, policies, and procedures.

Qualifications

- A bachelor's degree in urban planning, architecture, landscape architecture, public administration or a related field.
- Demonstrated ability in landscape and/or facility design.
- Five or more years of experience in planning.
- Experience working on public-sector projects, including coordination with multiple stakeholders and regulatory agencies.
- Excellent personal communication skills both written and verbal.

- Computer skills in Microsoft Office including Word, Access, Excel, and PowerPoint.
- Proficiency in AutoCad and GIS mapping.
- Demonstrated ability to work with detailed information in a precise and timely manner.
- Demonstrated ability to organize, plan, budget, and implement projects with multiple deadlines.
- Aptitude and willingness to become licensed as a professional landscape architect in Illinois.
- A valid State of Illinois driver's license.