

PROMOTE AND PRESERVE INVESTMENT IN OUR COMMUNITY



PLEASANT PRAIRIE, WISCONSIN

# COMMUNITY DEVELOPMENT DIRECTOR

VILLAGE OF  
**Pleasant Prairie**

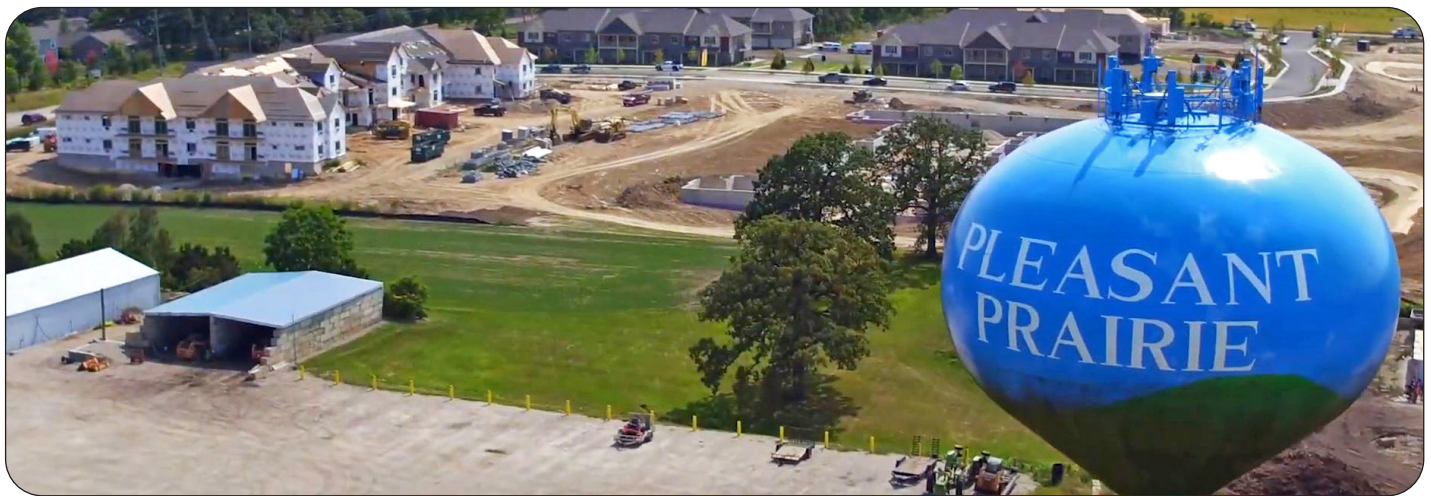


VISION

COLLABORATION

PROFESSIONALISM

QUALITY



# WELCOME

## This is Your Opportunity to Lead Community Development in Pleasant Prairie, Wisconsin.

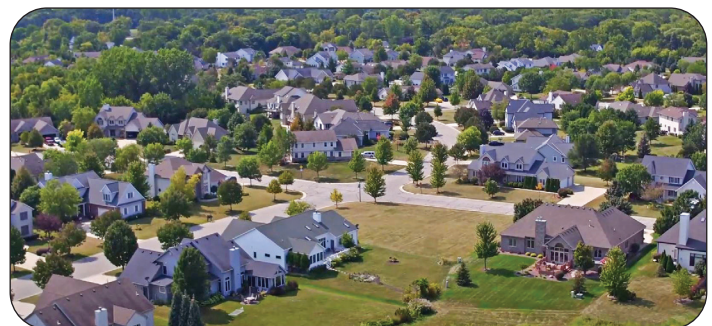
The Village of Pleasant Prairie, population about 23,000, is seeking an experienced Community Development Director to lead the Community Development Department and serve as the Planning, Zoning, and Development Administrator.

### Why Pleasant Prairie?

- **Ideal Location:** Nestled in the southeastern corner of Wisconsin, between the Milwaukee and Chicago metropolitan areas, Pleasant Prairie offers the perfect blend of natural, residential, and business areas.
- **Quality of Life:** The area is committed to livability and an exceptional quality of life. From thriving residential communities to a municipally-owned recreational destination, this growing Village has a lot to offer.
- **Professional Environment:** Join a professional and dedicated staff in a community known for its high-quality industrial development, top-tier retail/restaurant options, and various recreational opportunities.
- **Strategic Advantages:** Enjoy the benefits of open land for development, Lake Michigan water, solid municipal infrastructure, community engagement, immediate access to I-94, rail connectivity, four distinct seasons, and a central location between two international airports.

As a key member of the Pleasant Prairie leadership team, this Department Head role is pivotal in directing land use, economic development planning, and development initiatives. The Village is seeking an individual with a creative problem-solving approach and the ability to foster collaborative relationships with staff, elected officials, government agencies, service and community organizations, private businesses, and the general public.

Join the Village of Pleasant Prairie, where your expertise can make a real difference in continuing to grow and develop this exceptional community. For more information on how to apply and become part of the community, please visit [PleasantPrairieWi.gov/Employment](https://PleasantPrairieWi.gov/Employment) or contact Pleasant Prairie Human Resources at [HR@PLPrairie.com](mailto:HR@PLPrairie.com) or **262.925.6732**.





# GOVERNMENT



Pleasant Prairie incorporated in 1989 and operates under the Village Board/Administrator form of government, with the Community Development Director reporting directly to the Village Administrator. The Village Board consists of a Village President, and four Trustees elected at-large for two-year terms on a staggered schedule. An elected Judge oversees Pleasant Prairie's Municipal Court. Village Departments and Enterprise Funds include the following:



## Village Departments

- Administration
- Assessing
- Building Inspection
- Community Development
- Engineering
- Finance
- Fire & Rescue
- Human Resources
- Information Technology
- Parks
- Police
- Public Works
- Recreation

## Enterprise Funds

- Clean Water
- Recreation
- Sewer
- Solid Waste
- Water
- Fleet





## ABOUT THE POSITION

Join Pleasant Prairie, Wisconsin, as the Community Development Director to lead the Community Development Department and serve as the Planning, Zoning, and Development Administrator. As a key member of the dynamic leadership team, this role is pivotal in shaping the future of Pleasant Prairie. The selected candidate will spearhead critical land use planning, economic development initiatives, and entitlement development projects. Success in this role hinges on the creative problem-solving skills and ability to foster collaborative relationships with staff, elected officials, government agencies, organizations, businesses, and the general public.

## EXPECTATIONS & PROJECTS

The Village of Pleasant Prairie has a 20-year outlook with strategic initiatives used to guide and measure the activities and outcomes for the community and municipality. The Community Development Director can expect to work with leadership on a variety of projects and initiatives, including but not limited to:

- **Comprehensive Planning:** Lead the development and implementation of comprehensive plans recommending strategies for land use, transportation, bike and pedestrian plans, and park planning projects.
- **Economic Development:** Drive economic growth by collaborating with regional partners to attract and retaining businesses in the Village.
- **Subdivision Development:** Coordinate the review and processing of subdivision entitlements and platting.
- **Infrastructure Coordination:** Ensure seamless coordination with the Village Engineering Department on transportation impact analysis reports and infrastructure plans, contributing to the sustainability and livability of the community.
- **Code Enforcement and Compliance:** Oversee all aspects of code enforcement, inspections, and violation follow-up activities, ensuring the Village's policies and ordinances are upheld.



## CANDIDATE QUALITIES

Pleasant Prairie seeks an innovative, strategic, results-driven, and experienced leader with excellent communication skills and a passion for sustainable solutions. The ideal candidate will collaborate and lead an established team of professionals in a fast-paced environment. The Community Development Director will work with developers to continue building the vibrant community through continuous planning, design, and well-coordinated project management. The successful candidate will meet the following criteria:

- **Educational Expertise:** A Bachelor's degree in Urban Planning, Public Administration, Geography, Economics, or a related field is essential. A Master's degree is required.
- **Preferred certifications:** Include Certified Planner (AICP) or Certified Economic Developer (CEcD).
- **Experience:** 10+ years of experience in related fields, including 5+ years of professional managerial experience involving budgeting, program development, planning, and supervision.
- **Technical Proficiency:** Expertise with Microsoft Office applications, GIS software, and other necessary programs is crucial for efficient job performance.
- **Interpersonal Skills:** Strong interpersonal, technical management, customer service, business, writing, and leadership skills are a must.



## COMMUNITY METRICS

**22,866**  
RESIDENTS

**33.64**  
SQUARE MILES

**9,000**  
HOUSEHOLDS

**\$5.4 B**  
EQUALIZED VALUE

**\$339,000**  
MEDIAN HOME VALUE

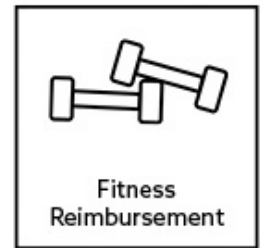
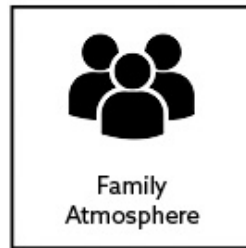
**50/50**  
50% RESIDENTIAL LAND USES  
50% COMMERCIAL & INDUSTRIAL

## COMMUNITY DEVELOPMENT DIRECTOR

# COMPENSATION & BENEFITS

The salary range for this position is \$104,800 to \$131,000 annually depending on qualifications. The position has excellent benefits that include:

- Health, Dental, Vision, Life Insurance
- Retirement Plans
- Short- and Long-Term Disability
- FSA, Aflac, Deferred Compensation Plans
- Conference and Seminar Opportunities
- Paid Leave includes vacation and sick leave
- RecPlex Membership Reimbursement
- Relocation package

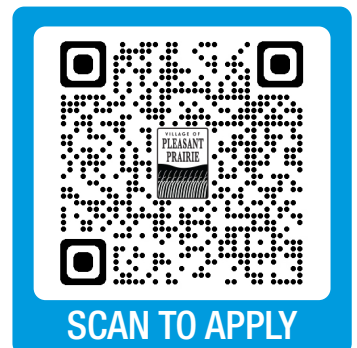


## HOW TO APPLY

Interested candidates should apply with resume, cover letter, and contact information online at [PleasantPrairieWi.gov/Employment](https://PleasantPrairieWi.gov/Employment).

This position will remain open until filled. Questions can be directed to the Pleasant Prairie Human Resources Department at [HR@PLPrairie.com](mailto:HR@PLPrairie.com) or 262.925.6732.

The Village of Pleasant Prairie, Wisconsin, is an Equal Opportunity Employer.





## JOB DESCRIPTION

<b>Department</b>	Community Development
<b>Location</b>	Village Hall, 9915 39th Avenue, Pleasant Prairie WI 53158
<b>Job Title</b>	Community Development Director
<b>Classification</b>	Salary/Exempt
<b>Pay Range</b>	Annual: \$104,800 - \$131,000 1M01

### Job Summary

The Community Development Director is a full-time leadership and professional position which oversees the Village of Pleasant Prairie's Community Development Department and serves as the Planning, Zoning and Floodplain Administrator. As a key member of the leadership team, this position reports directly to the Village Administrator and directs all land use, economic development planning, and entitlement development initiatives. A creative problem solving approach and the ability to establish collaborative working relationships with staff, elected officials, government agencies, service and community organizations, private businesses, and the general public is key for this position.

### Job Duties

- Oversees the recruitment, supervision, evaluation, and career development for all Community Development Department staff.
- Prepares, or assists, with the preparation, submission, and reporting for annual operating budgets and five-year capital improvement plans for the Community Development Department.
- Develops and recommends Village-wide and Department-wide goals, objectives, policies, and procedures as it pertains to land use, planning, zoning, floodplain management, and economic development activities.
- Oversees the development and implementation of long-term plans and objectives focused on achieving the Village's mission.
- Performs planning, land use, and zoning services as set forth in Village ordinances and Wisconsin Statutes.
- Develops and presents comprehensive plans for utilization of land and physical structures of the Village.
- Prepares and manages grant applications for local, state, federal, and other aids applicable to the Community Development Department.
- Ensures Village Administration, Board and Village Plan Commission are informed on strategies and solutions in various development projects and construction progress, along with trends, events, or emerging issues of significance to the Village's success.
- Undertakes economic development activities that relate to attracting and retaining companies in the Village by working closely with the Kenosha Area Business Alliance (KABA), Milwaukee 7 Partnership for Economic Development (MKE7), and Wisconsin Economic Development Corporation (WEDC); including preparing and administering Transportation Economic Assistance (TEA) grants; and retaining, marketing, and entitling of industrial, commercial, and residential developments.
- Updates and implements Village Neighborhood Plan updates and presents recommendations for land use, transportation, bike and pedestrian plans and park planning projects.
- Completes reviews and coordinates activities of transportation impact analysis reports and infrastructure plans with Village Engineering Department.
- Researches, evaluates, and prepares development reviews for site and operational plans, comprehensive plan, zoning map and text amendments, variance applications and all other entitlement reviews.
- Oversees all code enforcement inspection and reporting and violation follow-up activities.
- Prepares draft development agreements, memorandums of agreement, declaration of restrictions, covenants, and easements.
- Conducts meetings with developers, brokers and residents regarding recommendations and evaluations of Neighborhood Plans, Preliminary and Final Plats, Certified Survey Maps, Traffic Impact Analysis Reports and drafts corresponding dedication and easement language for all referenced documents.
- Prepares staff memorandums and makes presentations before various boards and commissions of the Village. Attends Village Board, Plan Commission, Board of Appeals and public meetings as required.
- Works in coordination with all internal departments to reach overall strategic objectives of the Village.
- Effectively communicates, resolves issues, and establishes positive working relationships with Village officials, employees, and the public.
- Leads by example and enforces all Village policies and procedures, and Village codes and ordinances.
- Performs other duties and special assignments as directed within the scope of the Community Development Department.

**Physical Requirements**

- Requires frequent public interaction and the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Primarily works in an office environment with noise level quiet to moderate.
- Occasional outdoor work may be required in the inspection of various land use developments, construction sites or public facilities and with potential exposure to adverse weather conditions.
- Frequent operation of a computer, phone, and other office equipment.

**Requirements - educational, certifications and experience**

- A Bachelor's degree in Urban Planning, Public Administration, Geography, Economics or related field; Master's degree is preferred.
- Certified Planner (AICP) or Certified Economic Developer (CEcD) highly desired.
- 10+ years of progressively responsible related experience.
- 5+ years of professional managerial experience involving budgetary, program development, planning, and supervisory responsibilities.
- Proficiency with Microsoft Office applications, GIS software, and other programs necessary to efficiently perform job duties.
- Strong interpersonal, technical management, customer service, business, writing, and leadership skills.
- Other combinations of education, training, and/or experience which can be demonstrated to result in the possession of the knowledge, skills, and abilities necessary to perform the duties of this position will also be considered.

I have read and understand the job duties and physical requirements of this position.

---

Signature

---

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.