

PROMOTE AND PRESERVE INVESTMENT IN OUR COMMUNITY



PLEASANT PRAIRIE, WISCONSIN  
**DIRECTOR OF  
PARKS**



VISION



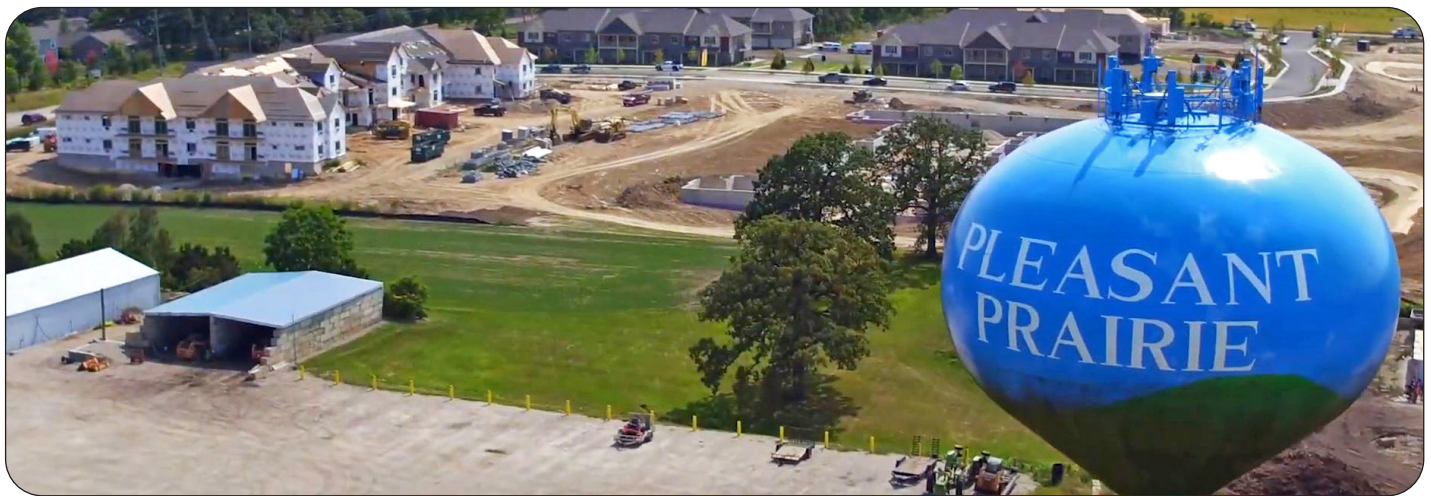
COLLABORATION



PROFESSIONALISM



QUALITY



# WELCOME

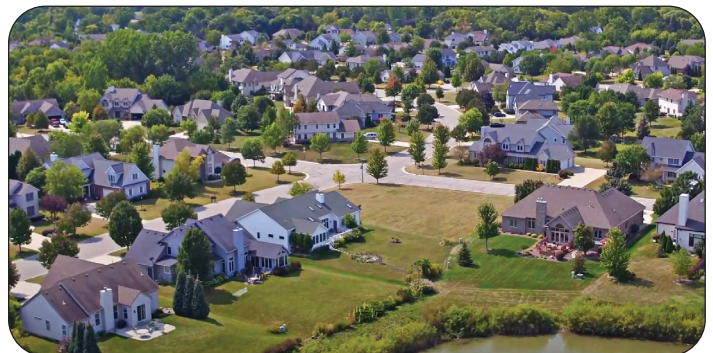
## Consider this rare opportunity to deliver high-quality public services to an exceptional community in Pleasant Prairie, Wisconsin...

The Village of Pleasant Prairie comprises collaborative community partners, Village Board members, and Department Heads working together to move the community forward. The Village of Pleasant Prairie seeks an experienced, innovative, and strategic individual who will serve as the Village of Pleasant Prairie Director of Parks and lead the Village's parks into the future. This position offers opportunities to oversee the administration and operations of the Parks Division's wide ranging activities by leading the planning, directing and coordinating of the maintenance of Village parks, facilities, green spaces, and athletic fields.

Pleasant Prairie is ideally located in the southeastern corner of Wisconsin between the Milwaukee and Chicago metropolitan areas. With a focus on livability and quality of life, our community provides thriving corporate parks, a municipally-owned regional recreational destination, a balanced property tax base, high-quality natural and open spaces, top-of-the-line retail and recreational opportunities, a variety of high-quality residential development, a professional and dedicated staff, and more.

And we do mean more, which includes open land for development, Lake Michigan water, solid municipal infrastructure, community involvement, immediate access to I-94, rail, four seasons, and a central location between two international airports.

The ideal candidate will help guide park services through future growth and development while maintaining high-quality municipal services cost-efficiently. The selected applicant will interact professionally with the Village Board, Park Commission, municipal departments, contractors, residents, businesses, and staff to foster a shared vision for Village parks and the community's future.





# GOVERNMENT

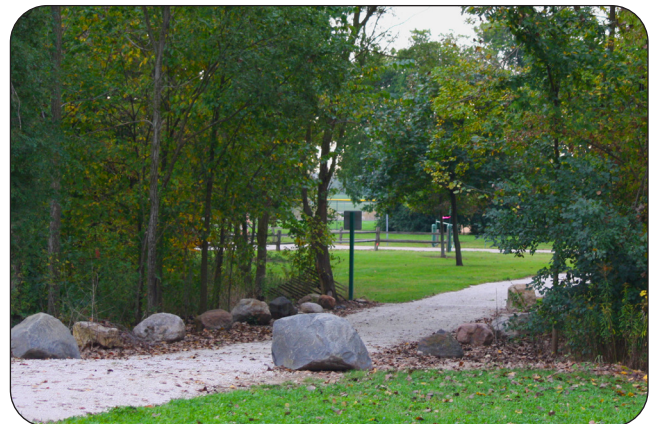
The Village of Pleasant Prairie operates under the council/administrator form of government, with the Director of Parks reporting to the Village Administrator and Executive Director of Infrastructure Management. The Board consists of one Village President, and four Trustees elected at-large for two-year 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

# PARKS POSITION

The Director of Parks is a senior leadership role responsible for overseeing the administration and operations of the Village of Pleasant Prairie Parks Department. This position involves strategic planning, coordination, and management of park facilities, green spaces, and athletic fields. The position plays a key role in developing and implementing improvement initiatives to enhance operational processes and ensure the success of the Pleasant Prairie Parks Department. The role reports directly to the Village Administrator and requires active participation in meetings, conferences, trainings, and Village-sponsored events. The Director of Parks holds a Monday to Friday schedule from 7:30 a.m. to 4:30 p.m., with occasional flexibility for additional commitments.

## 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 Director of Parks can expect to work with leadership on a variety of projects and initiatives, including but not limited to:

- Overseeing public park improvements and develop strategic park development plans.
- Create community engagement initiatives that gathers park feedback to enhance the planning and evaluation process and ensure facilities meet community needs.
- Explore and pursue various funding sources that support park projects and initiatives. Collaborate with the Friends of Pleasant Prairie Parks and other organizations to identify and secure outside funding to enhance park amenities, services, and programs.
- Develop and implement sustainable maintenance programs for parks and open spaces, ensuring the long-term preservation and optimal utilization of these areas.
- Manage the department budget effectively, including forecasting, tracking, and ensuring adherence to the approved plan.





## 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 Director of Parks will continue building the vibrant community through continuous park improvement, planning, design, and well-coordinated project management. The successful candidate will meet the following criteria:

- Encourage actions and decisions that align with the Village values of collaboration, professionalism, quality, and vision.
- Motivate and inspire staff through team engagements, collaborative decision-making, and efficient coordination of municipal services.
- Ensure projects are integrated into realistic plans and executed with well-coordinated management.
- Evaluate and recommend technology and equipment improvements to ensure the department achieves its objectives efficiently.
- Have seven or more years of professional management experience in public park and facility management, with knowledge of park and recreation administration, landscape architecture, natural resource management, maintenance, operations, and asset management.

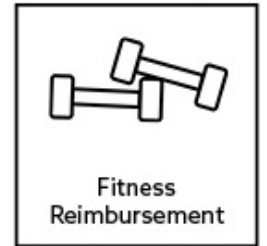
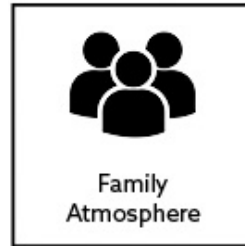


## DIRECTOR OF PARKS

# COMPENSATION & BENEFITS

The salary range for the Director of Parks 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

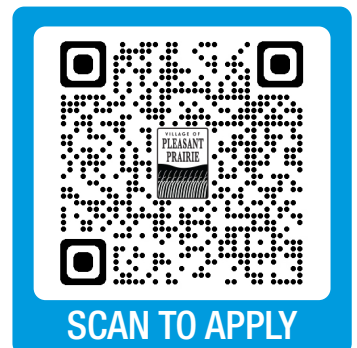


## HOW TO APPLY

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>	Parks
<b>Location</b>	Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
<b>Job Title</b>	Director of Parks
<b>Classification</b>	Salary/Exempt
<b>Pay Range</b>	\$104,800 - \$131,000 Annually (1M01)

### Job Summary

The Director of Parks is a full-time managerial, administrative, and professional position which oversees the administration and operations of the Village of Pleasant Prairie Parks Division's wide ranging activities. The Director of Parks leads the planning, directing and coordinating of the maintenance of Village Parks and facilities, green spaces and athletic fields. This individual is responsible for identifying and implementing strategic methods of operation which will improve processes leading to the success of the organization. As a key member of the leadership team, this individual reports directly to the Village Administrator and Executive Director of Infrastructure Management and serves as an important contributor to the strategic direction of the Park Department. This position is scheduled Monday – Friday 7:30 a.m. to 4:30 p.m. but requires regular attendance of applicable meetings, conferences, trainings, and Village-sponsored events.

### Job Duties

- Accountable for the establishment and evaluation of departmental strategies and goals. Ensures that departmental goals and objectives are in alignment with Village wide goals and objectives.
- Plans, organizes, directs and controls activities of the Parks Department; providing leadership to reporting managers, and ensuring overall objectives are met on a consistent basis.
- Reviews and approves plans for projects according to the Master Plan strategy involving output, budget, labor and materials efficiencies, operational effectiveness, service, and utilization.
- Assists with the preparation, implementation and updating of the five-year Park and Open Space Plan.
- Works with Friends of Pleasant Prairie Parks to generate outside funding sources for park projects.
- Representative at the Park Commission meetings.
- Prepares bid specifications and documents for various capital construction projects. Review bids and make recommendations to the Village Board based on best bids, competency of vendors and the selection criteria. Administer and monitor the work performance of approved contractors and conduct final walk-throughs.
- Accountable for long term maintenance, planning, and preventive maintenance programs.
- Responsible for managing the overall success of maintenance scheduling and completion of priority projects, park facility maintenance and inspections, the playground and park safety program, and special events/activities.
- Manages Parks budget inclusive of annual forecasting, actuals and monitoring to ensure strict adherence according to board approved plans.
- Prepares and manages grant applications for local, state, federal, and other aids for development and maintenance of parks and trail facilities.
- Manages the purchasing of departmental supplies, services and equipment in accordance with the Village's purchasing policy.
- Works in coordination with all internal departments to reach overall strategic objectives of the Village.
- Ensures compliance with various federal, state and county laws and regulations regards parks operations. Must understand and implement Village policies and procedures, and Village codes and ordinances.
- Exercises significant discretion in developing, implementing, and enforcing policies and procedures necessary for the effective management and operation of the Parks Department.
- Receives input from community groups, neighborhood groups, and individuals regarding parks and recreation needs and utilizes such input for overall planning and evaluation.
- Adheres to and enforces OSHA safety procedures and safe work practices to ensure safe, effective, and efficient procedures are practiced by employees.
- Performs other duties and special assignments as directed within the scope of the Village and Parks 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.
- Occasionally requires movement about the Village of Pleasant Prairie boundary, worksites, and office spaces that will require regular standing, walking, sitting, pushing, pulling, stooping, crouching, kneeling, climbing, lifting and/or carrying a range of weight up to 85 pounds.

- May require the occasional exposure to an outdoor environment, in hazardous conditions, or in enclosed spaces for extended periods of time with potential exposure to noxious odors and smells, poor ventilation, wet or muddy areas, wind, precipitation, and high and low temperatures.
- Requires the capability to perform the essential job functions at a safe level with reasonable accommodations.

**Requirements - educational, certifications and experience**

- Bachelor’s degree in Park or Recreation Administration, Landscape Architecture, Natural Resource Management, Public Administration, or closely related field. Master’s Degree is preferred.
- Seven (7) years progressively responsible experience in parks/recreation maintenance and/or operations management.
- Three (3) years management experience, including departmental budgets.
- Solid understanding of modern management and leadership practices relating to the parks, recreation and leisure field, and the philosophy and principles of public parks and recreation services.
- Certified Park and Recreation Professional (CPRP) required; or ability to acquire within two (2) years of hire.
- Certified Playground Safety Inspector (CPSI) required; or ability to acquire within one (1) year of hire.
- Ability to develop and maintain working relationships with agencies, businesses and communities.
- Thorough knowledge of programs, laws, and processes required in municipal parks, recreation, and administration.
- Thorough knowledge of the principles and methods of parks and recreation planning and development.
- Considerable knowledge of land use ordinances, recreational, and parks needs.
- Valid driver’s license required; Commercial Driver’s License Class B with air brake endorsements preferred.
- Wisconsin Pesticide Applicators License required, or ability to acquire within six (6) months of employment.
- Ability to complete and maintain certification for First Aid – CPR training within six (6) months of employment.
- Strong analytical, problem-solving skills, and solid decision-making ability.
- Strong oral communication and interpersonal skills for working with a diverse population including employees, public officials, and the general public.
- Strong written communication skills for writing grants, reports, correspondence, policies, procedures, and organizational communications.
- Proficiency with Microsoft Office applications.
- An equivalent combination of experience, education, and training which provides the required knowledge, skills, and abilities will be considered.

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

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Signature

\_\_\_\_\_  
Date

Village of Pleasant Prairie is an Equal Opportunity Employer.