

**WINNEBAGO COUNTY
POSITION DESCRIPTION**

July 2026

POSITION TITLE: **Director of Planning and Development**

DEPARTMENT: Planning and Development

PAY BASIS: Salaried

PURPOSE AND SUMMARY:

Leads the Planning, Zoning, Geographic Information Systems, and Tax Listing functions of Winnebago County, while serving as a trusted advisor to the County Executive, County Board, municipalities, developers, and residents.

ESSENTIAL FUNCTIONS:

1. Provides vision and direction for the department, aligning operations with county priorities and long-term growth strategies while simultaneously instilling a culture of finding a way to moving projects forward.
2. Prepares and administers department budget and recommends annual budget to the County Executive for review and eventual action by the County Board. Analyzes potential expenditures and costs and finds methods to minimize expenditures and improve revenue, while limiting the impact on fees for the public.
3. Organizes, distributes, and delegates work to subordinates fairly and impartially. Provides clear and appropriate direction to employees. Provides training and coaching to subordinates. Ensures that staff has the resources and flexibility to perform, improve, and learn in their jobs. Keeps open communication with subordinates, listens to them, and provides feedback. Positively motivates, mentors, and leads employees. Provides appropriate and timely performance evaluations for all subordinates.

ADDITIONAL ESSENTIAL DUTIES:

1. Leads efforts to modernize planning practices, policies, and processes.
2. Identifies opportunities for the County to play a stronger role in addressing housing supply, affordability, and workforce needs.
3. Prepares and presents recommendations that balance economic growth, environmental stewardship, and community interests.
4. Fosters strong, service-oriented relationships among municipalities, developers, utilities, residents, and other stakeholders to resolve issues and move projects forward.
5. Clearly communicates and explains regulatory and compliance issues while supporting outcomes that facilitate development.
6. Oversees the administration of zoning ordinances, land division regulations, and comprehensive planning efforts.
7. Guides development review processes with a focus on consistency, clarity, and timeliness.
8. Directs the strategic use of GIS to support land use planning, development review, infrastructure coordination, capital planning, and public access to information.
9. Prioritizes GIS investments and applications that improve decision-making and public access to information.
10. Evaluates and improves internal processes to enhance efficiency and outcomes.

11. Serves as a key advisor to the County Executive and County Board on planning, zoning, land use, and development issues.
12. Oversees Economic Development Revolving Loan Fund Program and Rural Small Business Revolving Loan Fund Program.
13. Manages annual Per Capita Grant Funding Program for local economic development programs and projects.
14. Reviews and recommends to the Industrial Development Board (IDB) on applications for loan and grant funding.
15. Represents Winnebago County at the local, regional, and state levels relative to Economic Development activities.
16. Authorizes and makes independent decisions on matters of significance relative to county land use, zoning and land information policy which requires a high degree of independent judgment and problem solving of complex issues.
17. Manages and engages the services of outside consultants and agents on a variety of departmental projects and monitors progress in accordance with contract and scope of services provisions.
18. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to County Executive.
2. Supervises Zoning Administrator, GIS Administrator, Real Property Listing Supervisor, Land Use Planner, and Administrative Associate – Planning.
3. Works with all county departments, local governmental officials, and other county, regional and state representatives and officials. Works with development community (engineering firms, realtors, developers, banking/financing), public citizens and landowners, and regional and state planning and economic development organizations.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Bachelor's degree in planning, public administration, geography, or a related field with a preference of major course work in urban and regional planning or similar area. Master's degree preferred.
2. Significant experience in planning, zoning, or community development.
3. Demonstrated leadership and supervisory experience.
4. Strong familiarity with Wisconsin land use law and intergovernmental relationships.
5. A combination of education and experience that provides the skills necessary to perform the job may be substituted for the specific education or experience requirements.
6. Experience working in or with county government is preferred.
7. Certification from American Institute of Certified Planners (AICP) or similar certification(s) in related fields in zoning or GIS preferred.
8. Must possess a valid Wisconsin driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Strong leadership, communication, and leadership skills.
2. Ability to balance competing interests and navigate complex political environments.
3. Ability to effectively, lead, mentor, and develop a professional staff, fostering a high-performing and collaborative team environment.
4. Ability to communicate effectively including translating complex planning concepts into clear, actionable guidance for decision-makers.
5. Ability to apply and understand legal and legislative intent to planning and development issues.
6. Ability to advocate effectively on behalf of the interests of Winnebago County.
7. Ability to manage multiple activities in a cost-effective manner.
8. Ability to develop bid specifications and performance standards.

9. Ability to conduct independent investigations and data analysis and to formulate sound plans and sets of recommendations therefrom.
10. Ability to promote a culture of responsiveness, transparency, and partnership.
11. Considerable knowledge of word processing, spreadsheet, GIS and other specialized computer applications.

PHYSICAL REQUIREMENTS:

1. Ability to perform most work from a sedentary position.
2. Ability to function in situations encountered in a normal office setting.
3. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
4. Ability to travel to other County departments and locations.