

EXECUTIVE DIRECTOR
Southeastern Wisconsin Regional Planning Commission



January 2023

SEWRPC has partnered with Spano Pratt Executive Search to identify the Executive Director. Interested candidates should send cover letter with resume before March 15, 2023 directly to rspano@spanopratt.com.

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Mission, Purpose and Culture

Purpose: SEWRPC provides the basic information and planning services necessary to solve problems that transcend the corporate boundaries and fiscal capabilities of the Region's local units of government.

Vision: A high performing proactive intellectual and technical resource relevant to making decisions impacting the vitality of the Region.

Mission: Provide high impact data contributing to a collaborative region that benefits equally and collectively from the SEWRPC technical expertise in order to solve mutually important issues.

Culture: Words to describe SEWRPC include; collaborative, respectful, technical, professional, evolving, organized, thorough and brilliant.

About The Organization

The Southeastern Wisconsin Regional Planning Commission (SEWRPC) was established in 1960 as the official areawide planning agency for the southeastern region of the State. SEWRPC serves the seven counties of Kenosha, Milwaukee, Ozaukee, Racine, Walworth, Washington, and Waukesha.

SEWRPC was created to provide objective information and professional planning initiatives to help solve problems and to focus regional attention on key issues of regional consequence. Regional planning provides a meaningful technical approach to the proper planning and design of public works systems, such as:

- Highways
- Transit
- Sewerage
- Water Supply
- Park and Open Space Facilities
- A regional approach is also essential for addressing environmental issues, including:
 - Flooding
 - Air and Water Pollution
 - Natural Resource Base Deterioration
 - Changing Land Use

In addition, the agency strives to expand its relevancy and proactively explore how it meets the evolving needs of the Region in the future. Specifically, how the public works systems impact the needs of both large and small communities seeking solutions to complex social-economic issues.

Commissioners and members: SEWRPC is comprised of 21 members, three from each of the seven member counties. One Commissioner from each county is appointed, or confirmed by the county board in those counties where a county executive appoints, and is usually an elected county board supervisor. The remaining two from each county are appointed by the Governor, one from a list prepared by the county.

Committee Structure: SEWRPC, as a body, is responsible for establishing overall policy, adopting the annual budget, and adopting regional plan elements. SEWRPC has four standing committees: Executive, Administrative, Planning and Research, and Intergovernmental and Public Relations. The committees perform a significant function in both the formulation and the execution of SEWRPC work programs.

- The Executive Committee oversees the work effort of SEWRPC and is empowered to act for SEWRPC in all matters except the adoption of the budget and the adoption of regional plan elements.
- The Administrative Committee oversees the routine but essential housekeeping activities of SEWRPC.
- The Planning and Research Committee reviews all of the technical work carried out by SEWRPC staff and its consultants.
- The Intergovernmental and Public Relations Committee serves as SEWRPC's principal arm in communicating with the constituent county boards. SEWRPC is assisted in its work by a series of advisory committees.

Staffing: SEWRPC prepares an annual work program which is reviewed and approved by Federal and State funding agencies. This work program is then carried out by a core staff of full-time professional, technical, administrative, and clerical personnel, supplemented by additional temporary staff and consultants as required by the various work programs under way.

SEWRPC is organized into seven divisions. Four of these divisions, Transportation Planning, Environmental Planning, Land Use Planning, and Special Projects, have direct responsibility for the conduct of SEWRPC's major planning programs. The remaining divisions, including Administrative Services, Surveying and GIS, and Public Involvement and Outreach provide support to the four planning divisions.

Funding: Basic financial support for SEWRPC's work program is provided by a regional tax levy apportioned to each of the seven counties on the basis of equalized valuation. These basic funds are supplemented by State and Federal aids. The 2022 SEWRPC budget was approximately \$8M. Details for viewing can be found on the website.

Executive Director Profile

SEWRPC has a long-standing reputation of delivering exceptional data and best in class reports utilized by community leaders to make important and long-lasting impact to the Region. The Executive Director reports to the Commissioner serving as the Chairman of the SEWRPC board. The Executive Director position is equivalent to that of Chief Executive Officer of the Commission and, as such, entails the highest level of administrative, executive, and professional planning and engineering work in carrying out the duties and functions of the Commission.

The Executive Director is appointed by, and serves at the pleasure of, the Commission and is responsible solely to the Commission for the proper function, administration, and execution of Commission programs and policies. The Executive Director may delegate to subordinates any portions of this work and authority, but may not delegate the overall responsibility for the proper conduct of the Commission's duties and functions. The following is a summary of the job profile highlighting the necessary skills and experience of viable candidates.

Leadership and Vision - Strategically focused, collaborative leader with a high level of emotional intelligence able to manage and lead change, who:

- Leads and assimilates amicably into the senior leadership team working cross functionally and effectively with commissioners and team members to increase mission impact.
- Skilled at leading and building cohesive teams and connecting silos.
- Oversees the workflow and team of technical subject matter experts and proactively serves to maximize mission impact and build upon the existing positive reputation and credibility of the agency.
- Represents the Commission at official meetings, public hearings, meetings with civic groups, and technical and professional conferences.
- Remains unbiased and sensitive to political differences within the Region.
- Ensures that outreach is inclusive of small and large communities and that effective programs and systems are in place to raise the visibility of the agency.
- Is proactive with agency members; anticipating their needs and following up as appropriate.
- Articulates and executes the agency's mission; aligning programs, communications, agency collateral, and brand to mission and purpose.
- Influences externally on behalf of community stakeholders; develops positive relationships and a solid understanding of needs, challenges, opportunities and issues in the Region.

Communications and External Relationships - Externally focused relationship builder who effectively represents the organization professionally in the community and:

- Establishes and maintains such relationships with the press and other public and private groups and agencies and with representatives of the state, county, and local government and quasi-governmental bodies as may be necessary for the accomplishment of the Commission's functions and duties.
- Effectively communicates relevancy of the agency
- Promotes unbiased collaboration among the regional members.
- Comfortable going to public meetings and dealing with the public. Hear all perspectives; likes and dislikes. Enjoy talking with members of the public both who agree and disagree.



Technical – Knowledge of the planning and regional landscape, who understands the dynamics of infrastructure affecting the current and future environment of Southeastern Wisconsin.

- Ensure integrity and quality of workflow remains at the highest possible level.
- Formulates, directs, and administers the Commission's work program in all aspects, including the metropolitan transportation planning program required by Federal law.
- Serves as principal technical advisor to the Commission, and in general, directs the operation of the Commission.
- Presents and interprets complex technical reports and findings in an articulate and usable manner. Good understanding of local government in SE Wisconsin; serves 7 counties and they are all unique with 140+ cities and towns.



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Administration - Fiscally responsible leader with strong business skills and experience, who: Ensures the organization is properly resourced at the functional, human resource, finance and facility level necessary to deliver exemplary work product and service.

- Establishes human resource policies and procedures and retains and dismisses all Commission staff.
- Reviews all minor disciplinary actions and takes all major disciplinary actions to the Commission.
- Continues to work with SEWRPC talent acquisition efforts to diversify staff toward the goal of reflecting the communities served.
- Evaluates performance of all Commission staff and awards merit salary increases.
- Prepares and submits annual budget and attendant overall work program.
- Prepares agendas and associated materials for Commission and Commission committee meetings and staffs Commission standing and advisory committees.
- Monitors state and federal legislation and administrative regulations and rulings which impact the Commission and makes recommendations on appropriate actions.
- Enters into contractual agreements on behalf of the Commission as the Commission may direct.
- Serves as Deputy Secretary of the Commission, carrying out attendant ministerial functions and duties as necessary.

Required Knowledge, Skills and Attributes -High degree of proficiency in technical and administrative aspects of comprehensive infrastructure planning within the breadth of services offered by SEWRPC (good working knowledge of land use, transportation, and environmental planning and engineering, including supporting economic, demographic, public financial resources, information management, and land surveying and mapping functions).

- Superior communication skills; listening, verbal and written.
- Ten years leadership experience along with ability to supervise, train, and lead subordinate staff; apolitical but with a good understanding of the political culture in Wisconsin.
- Experience within and good sense of public policy, government and the diversity of interests involved; urban and rural, large and small communities.
- Good judgement and political savvy in knowing when to bring matters before the Commission.
- Energetic self-starter, able to keep themselves and the organization on course and moving forward.
- Is able to shift direction as needed as it relates to best practices and changing needs of the community.
- Effectively manage multiple priorities and competing interests.
- Possess an excellent financial grasp, including how to read and understand financial statements and make organizational adjustments as needed.

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Education

Graduation from an accredited college or university of recognized standing with a Bachelor and Master's degree in a related technical discipline (such as planning, engineering, or other related disciplines).



Location

The Executive Director position is based at the SEWRPC office headquarters located at W239 N1812 Rockwood Drive, Waukesha, WI 53187-1607.

Instructions

Cover letter with resumes or nominations may be sent directly to Rose Spano Iannelli rspano@spanopratt.com on or before March 15, 2023.

Diversity and Inclusion

Spano Pratt Executive Search operates in a spirit of inclusion and shall provide equal opportunity to all qualified candidates, and will refer candidates without regard to race, color, religion, national origin, sex, age, disability, or veteran status.