



City of Wauwatosa Planning & Zoning Manager

SALARY	See Position Description	LOCATION	City Hall, 7725 W North Avenue, Wauwatosa, WI
JOB TYPE	Full-Time	DEPARTMENT	Development
DIVISION	Planning	OPENING DATE	07/22/2026
CLOSING DATE	8/4/2026 11:59 PM Central	FLSA	Exempt

Position Overview

The Planning & Zoning Manager provides strategic leadership, professional planning expertise, and administrative oversight for the City's Planning Division. The position directs planning, zoning, land use, and development review activities; administers the City's zoning and subdivision regulations; advances implementation of the Comprehensive Plan and other adopted plans; and oversees the daily administration of the Planning Division to ensure efficient delivery of planning services consistent with departmental and City goals.

Serving as the City's lead planning professional, the Planning & Zoning Manager advises elected officials, boards and commissions, City leadership, developers, property owners, and the public on planning, zoning, and development matters. The position oversees complex land use initiatives, ensures compliance with applicable laws and adopted plans, manages special projects and consultant services, and promotes innovative planning practices, exceptional customer service, and organizational excellence. Regular attendance at evening meetings is required.

This position is posted due to an upcoming retirement within the organization. The selected candidate for this Planning & Zoning Manager opening will have the opportunity to work alongside and train with the City's current Planning & Zoning Manager as part of succession planning efforts.

The starting pay for this position ranges from \$107,328 to \$116,896 annually (Steps 1 - 5), depending on experience and qualifications. Further increases to the top of the salary band will be dependent on performance (top of range is \$137,176 for 2026). This is complemented by an excellent benefits package, a robust wellness program, an on-site fitness center, a free workplace clinic, paid parental leave, generous paid holidays and vacation, participation in the WRS state pension plan, paid volunteer time off, a flexible workplace environment and the opportunity to work with dedicated professionals who have a passion for public service. (Click the Benefits tab to find out more!).

Essential Functions

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.

- **Development Review:** Direct the City's development review process by evaluating development applications, ensuring compliance with zoning regulations, adopted plans and applicable laws; coordinating interdepartmental review; and presenting recommendations to boards, commissions, and the Common Council.
- **Zoning Administration and Enforcement:** Administer and interpret the City's zoning and subdivision regulations. Provide technical guidance and policy recommendations to City leadership, staff, elected officials, boards and commissions, and other interested parties.
- **Comprehensive Planning:** Direct the preparation, implementation, and updates of the Comprehensive Plan, neighborhood and subarea plans, and related planning initiatives. Develop planning studies, reports, and policy recommendations; oversee consultant services; and present recommendations to the Common Council, Plan Commission, and other boards and commissions.
- **Division Leadership:** In accordance with City policies and departmental objectives, manage Planning Division personnel, establish operational priorities, monitor workloads and performance metrics, and develop annual work plans. Evaluate and implement improvements related to planning processes, procedures, and customer service delivery.
- **Historic Preservation:** Administer the City's Historic Preservation Program by providing staff support, technical expertise and administrative oversight to the Historic Preservation Commission, including meeting preparation, attendance, and implementation of Commission actions,
- **Budget and Technology:** Administer the Planning Division budget and oversee the Planning Division's permitting software, planning technologies, and public-facing web content. Lead workflow improvements, system configuration, user support, and training and technology initiatives that enhance operational efficiency and customer service,
- **Strategic Initiatives:** Lead complex planning projects, organizational initiatives, and consultant-led studies. Conduct research, prepare technical analyses and policy recommendations, secure and manage grants as applicable, and present findings to City leadership, boards, commissions, and committees.

Minimum Requirements

Education and/or Experience Requirements:

- Bachelor's Degree in public or business administration, urban affairs, urban planning, or related field required.
- Master's Degree in a related field of study may be substituted for a portion of the required experience.
- Minimum of eight years of progressively responsible professional planning experience, including at least two years of supervisory or management experience.

Licenses, Certifications, and Other Requirements:

- Requires a valid Wisconsin Driver's License.
- American Institute of Certified Planners (AICP) and Congress for New Urbanism (CNU) certifications are preferred.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Thorough knowledge of planning principles, land use law, zoning administration, and development review, including ability to interpret and apply applicable laws.
- Proficiency with Microsoft products, Adobe Acrobat, permit management software, ArcGIS, and Zoom.
- Proven leadership and problem-solving abilities.

- Strong communication skills and judgement.
- Budget development and financial management experience.
- Strong emphasis on customer service, management, and interpersonal skills.

In evaluating candidates for this position, The City of Wauwatosa may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Additional Information

Physical Requirements

While performing the duties of this job, the employee is frequently required to sit, twist and reach. The employee is frequently required to use hands to finger, handle, or feel. The employee is also regularly required to talk and hear, in person, in meetings and by telephone. They will need to interact with city management, employees, other governmental officials, contractors, vendors, employees and the public; read and interpret data, information and documents; analyze and solve problems. The employee is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus. The employee must be able to safely lift and carry up to 10 pounds occasionally.

Work Environment

The noise level in the work environment is usually quiet. An employee in this class generally works in a standard office environment with exposure to individuals who may be agitated, angry or highly emotional.

Benefits

City of Wauwatosa



Full-Time Employee Benefits

Comprehensive and competitive benefits package, including:

- ▶ Health insurance, including Health Reimbursement Account (HRA)
- ▶ Dental insurance
- ▶ Vision insurance
- ▶ Paid parental leave
- ▶ Pension - Wisconsin Retirement System
- ▶ Life insurance
- ▶ Flexible Spending Accounts, Health Care FSA & Dependent Care FSA
- ▶ Deferred compensation
- ▶ Retirement Health Savings Account

Total Rewards & Flexibility

- ▶ Pay for performance
- ▶ Paid time off
- ▶ Commitment to training & professional development
- ▶ Employee appreciation & recognition
- ▶ Robust employee intranet site
- ▶ Flexible work schedules Flextime and flexible work arrangements are available in many departments across the City to help employees increase their effectiveness at work and home. Employees should talk with their manager to find out which arrangements may be available to them.

Employee Wellness Program

- ▶ Onsite Workplace Clinic, all services received in the clinic are free
- ▶ Wellness, nutrition & fitness coaching
- ▶ Mental health resources
- ▶ Onsite fitness centers
- ▶ Group fitness classes
- ▶ Annual wellness screening
- ▶ Employee Assistance Program
- ▶ Ongoing wellness initiatives & programming



All specific plan details and eligibility are described in the legal documents governing the plans. If there are any discrepancies between this guide and the plans' legal documents, the legal documents will govern.



Employer

City of Wauwatosa

Address

7725 W North Avenue

Wauwatosa, Wisconsin, 53213

Phone

(414) 479-8992

Website

<http://www.wauwatosa.net>