



210 Martin Luther King Jr. Blvd. Room 362 Madison, WI 53703 Phone: 608-266-4137 Fax: 608-266-9117 www.CapitalAreaRPC.org info@CapitalAreaRPC.org

November 12, 2008

Dear and Valued Colleague,

The Capital Area Regional Planning Commission, a newly formed regional and water quality planning entity for Wisconsin's Capital region, and a successor agency to the Dane County Regional Planning Commission, is searching for an Executive Director. The Commission is hoping to attract candidates from a variety of backgrounds and experiences with competencies pertinent to the challenges of this position. The newly created agency builds on a solid foundation laid by over 40 years of award-winning regional planning in the area, and is tasked with several significant new planning initiatives.

We hope to reach a broader group of potential applicants with your assistance in disseminating the attached announcement. We request that you share it with your network of colleagues and other potentially interested parties. We would also appreciate any additional assistance you can provide, such as posting the announcement on your website.

Thank you in advance.

With gratitude,

Kamran Mesbah, P.E.
Deputy Director
Capital Area Regional Planning Commission
210 Martin Luther King Jr. Blvd. Rm 362
Madison WI 53703

Att.

Seeking a skilled consensus builder to help generate a shared regional vision for the future of one of the fastest-growing and most forward looking regions in the State of Wisconsin.

The Capital Area Regional Planning Commission (CARPC) seeks an Executive Director to facilitate the creation of a vision for the future of a region rich in sensitive natural and cultural resources, high in quality of life, and energized by a highly informed citizenry. The region has a long history of effective regional initiatives and planning, and the newly created CARPC enjoys broad support from its constituent local units of government. The region is home to the main campus of the University of Wisconsin, the State Capital, and many research and development firms. The region also enjoys a large agricultural base and is at the headwaters of four major river basins, making the protection of natural resources and the preservation of agriculture among the important and on-going goals for this high-growth region.

This is an exciting opportunity to help create and implement a compelling long-range vision for the future of this unique region in the context of its beautiful natural setting, economic well-being, high quality of life, and sustainability.

About The Capital Area Regional Planning Commission

The Capital Area Regional Planning Commission ([CARPC](#)) was created on May 2, 2007 with majority support from the local units of government and by Executive Order of the Governor of the State of Wisconsin to serve as the land use and area-wide water quality management planning body for the [Dane County](#) region, and as a successor to the Dane County Regional Planning Commission. Based in [Madison, Wisconsin](#), the Commission adopts, maintains, and coordinates the region's Master Plan, guiding the physical development of the region. It is also expected to be the area-wide water quality management planning agency for the region, developing plans to improve and protect the quality of the water resources of the region. The Commission assists local communities in developing Future Urban Development Area Plans that identify environmentally sensitive areas and areas appropriate for urban growth. The Commission serves as the Census clearinghouse for the region and provides other planning-related services and data to local units of government. The CARPC continues a rich tradition of effective multi-jurisdictional and regional initiatives in the area by providing a forum to discuss diverse and sometimes conflicting interests and agendas.

The Commission is composed of 13 members, each appointed by each of four principle authorities (President of the Dane County Towns Association, President of the Dane County Cities and Villages Association, Dane County Executive, and Mayor of the City of Madison). The CARPC Budget and Personnel Panel is composed of the four appointing authorities. The Executive Director will serve at the pleasure of both the Commission and the Budget and Personnel Panel.

In 2008 the Commission's operating budget was approximately \$1,000,000 and employed a staff of seven (7) full-time (not including the Executive Director) and two (2) part-time employees with allowance for two (2) extra-hire LTEs.

Position Profile

The Executive Director is responsible for leading the creation and implementation of a unified and sustainable vision for the physical development and environmental protection of the region by working with the Capital Area Regional Planning Commission, its staff, constituent units of government, regional and local leaders, citizens and other stakeholders. The Executive Director is also accountable for the overall performance of Commission functions and management of Commission operations including the implementation of its goals, policies, and initiatives and the appointment, supervision, and removal of its employees, subject to Commission approval. The Executive Director also develops and proposes an annual budget and manages its implementation. Finally, the Executive Director communicates the findings, initiatives, and policy recommendations of the Commission, and is responsible for compliance with federal and state laws and regulations.

Additional responsibilities of the position include the following:

- Facilitate the development of a clear and compelling vision and mission for the Commission, to help focus the Commission's approach to the conduct of its duties and responsibilities;
- Develop and implement a regional consensus-building process to generate a broad agreement on a future vision for the region;
- Develop processes, implementation measures, and alliances to empower and encourage local units of government and municipal leaders to work individually and in concert towards the realization of the regional vision;
- Provide skillful mediation to reduce and resolve conflict amongst various perspectives and interests in the region;
- Foster meaningful dialogue and collaboration among all units of government, and promote coordinated action for the improvement of the region;
- Communicate the goals and objectives of the Commission in a compelling and persuasive manner and generate broad support for the Commission's work through outreach;
- Develop the effectiveness of the CARPC staff in the service of the Commission and the region, and protect staff neutrality, respect, loyalty, and team spirit;
- Develop an effective and progressive work program and budget in support of the Commission's vision and mission as well as its legally mandated duties and responsibilities.

In order to be successful, candidates for the Executive Director position should also possess and be prepared to demonstrate competencies, skills, and abilities in the following areas:

- Leading regional entities while working with the public to solicit interest in and attract support for regional development and conservation activities and concerns;
- Facilitating and achieving consensus among diverse groups and interests through persuasiveness and conflict resolution;
- Interrelating the physical, environmental, social, economic, financial, and governmental components and systems within a region and projecting those inter-related systems into the future;
- Effectively communicating ideas, strategies, and policies orally and in writing;
- Developing private and public communications and maintaining positive public relations in a politically and socially diverse environment;
- Mobilizing resources to achieve the vision and mission of the agency;
- Understanding regional planning, public management and administration;
- Preparing, implementing and managing an annual budget;
- Providing leadership, direction and motivation for staff;
- Selecting and developing staff;
- Creating and maintaining a workplace atmosphere of respect and professional neutrality;
- Managing program development, implementation and evaluation; and
- Acting as a legislative liaison.

Education And Experience Requirements

The successful candidate will possess a combination of education, skill-set, competencies, vision and commitment that enables the candidate to build a coalition and overcome barriers to creating a broad shared vision by the various interests in the region. A Master's degree and track record of proven success in a similarly complex and diverse environment is required. Alternative (unrelated to planning) backgrounds and experiences are sought and will be considered; however, favorable consideration may be given to applicants with planning experience.

[Application Forms and further information about the region and CARPC](#)