



Position Description

Job Title	Principal Planner
Department	Community Development
Exempt/Non Exempt Status	Exempt

Scope of Work

This position performs a variety of professional, supervisory and technical level work involving the current and long range planning programs of the City related to development, implementation and maintenance of land use and related municipal plans and programs.

Supervision

Received	Deputy Director of Community Development
Exercised	Supervises up to 3 full time (or full time equivalent) employees.

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

1. Checks plans and designs of buildings to be constructed to assure compliance with requirements and regulations; works closely with the Building and Zoning Inspector on variance requests.
2. Prepares and supervises the preparation of staff reports on a wide variety of planning problems for the City Planning Commission; attends Plan Commission meetings; serves as project manager/point of contact on large and high profile development projects.
3. Plans, directs, coordinates and reviews the work plan for professional and technical staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff for planning and evaluation of activities and to identify and resolve problems.
4. Assists in the development and implementation of growth management, land use, economic development, utility, housing and other plans and codes to meet the City's needs.

5. Serves as Secretary to the Plan Commission.
6. Supervises the operation of the Board of Zoning Appeals.
7. Performs liaison work on various projects with land developers, staff engineers and other City departments.
8. Makes presentations to the Common Council in the Deputy Community Development Director's absence.
9. Provides assistance to the Deputy Director; conducts a variety of organizational studies, investigations and operational studies; recommends modifications to planning programs, policies and procedures as appropriate
10. Advises the public, municipal officials and others in technical aspects of zoning and planning.
11. Participates in coordinating and preparing land use plans.
12. Performs liaison work with the U.S. Census Bureau; prepares and presents data required for redistricting activities as required by statute.
13. Assists in developing, implementing, reviewing and revising Planning policies, procedures and departmental standards.
14. Plans, coordinates, manages and oversees the implementation of planning, development, and/or other departmental projects.
15. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; makes recommendations regarding appropriate service and staffing levels.
16. Serves as staff on a variety of boards, commissions and committees; provides technical and professional advice; schedules items for Plan Commission review and actions; prepares and coordinates reports and presentations on current planning issues for City Council, Plan Commission directives and initiatives.

Other Job Functions

Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Master's Degree in urban planning or a closely related field, and at least 7-10 years of experience in professional planning; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Principles, practices and techniques of urban planning. • Federal, state and local regulations and laws regarding City planning and land development. • Political, social and economic implications of planning. • The methods of conducting research and field surveys requiring collection, evaluation and tabulation of data. • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Perform technical research on economic, development and sociological issues as part of the planning process. • Prepare and present reports, plans, charts, graphs and similar items. • Comprehend the long-term vision and impact of Planning recommendations and decisions.

	<ul style="list-style-type: none"> • Work with professional members of the planning staff and direct and supervise them and the support personnel in the effective accomplishment of their duties. • Mediate and resolve conflict. Use good judgment and make sound decisions. • Establish and maintain effective working relationships with other City departments, architects, contractors, developers, supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • The use of computers, Photoshop, CADD systems and GIS. • The performance of field inspection work. • Oral and written communications. • Public relations • Public Speaking

Necessary Special Requirements

American Institute of Certified Planners (AICP) preferred; Continuing education in Urban Planning; valid Wisconsin driver's license

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee frequently is required to sit, stand, walk, talk and hear.
- The Employee must occasionally lift and/or move up to 25 pounds.