



Position Description

Job Title	Associate Planner
Department	Community Development
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

This is a professional position performing a variety of beginning to intermediate level work in the current and long range municipal planning of the City. Undertake activities supporting existing small businesses and attracting small business to the City.

Supervision

Received	Principal Planner
Exercised	Assigns work to support staff but does not supervise.

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.

General

- Prepares materials and records for the City Planning Commission, Board of Zoning Appeals, Landmarks Commission and other committees as assigned.
- Checks plans and designs of buildings to be constructed to assure compliance with requirements and regulations.
- Performs liaison work on various projects with land developers, neighbors and city staff.
- Zoning code interpretation and enforcement.
- Provides staff support to the Planning Commission as assigned.

- Updates a variety of maps; prepares graphics and maps for various reports, plans, grant applications, publications and meetings.
- Evaluates or assists in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals.
- Provides information to the public regarding development regulations.
- Assists in resolving citizen and customer issues.
- Conducts field evaluations and assessments.
- Attends substantial number of evening meetings.

Planners in the Associate Planner position shall perform some or all of the following tasks depending on the area assigned

- Assist with the preparation of documents and supporting papers and record pertaining to land transactions, approvals, variance recommendations, etc.
- Review and approve sign permits.
- Prepare zoning verification letters.
- Assists in presentations to the Board of Zoning Appeals, Sign Review Board and Sign Appeals Board; the Plan Commission, Landmarks Commission, etc.
- Prepares a variety of studies, reports and related information.
- Advises the public, municipal officials and others in technical aspects of zoning and planning.
- Assists in the organization and maintenance of records, files, documents, drawings, maps and other reference materials.
- Assists in the writing of grant applications
- Prepares components relating to maps, plats, site plans, etc.
- Performs liaison work with the U.S. Census Bureau; prepares and presents data required for redistricting activities as required by statute.
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates.
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- Develops strong working relationships with small business throughout the City.
- Curates Community Development owned events.
- Works closely with small businesses to enhance the small business climate in the City and grow their businesses.
- Assists in recruitment activities to attract small businesses and entrepreneurs to the City.
- Assists in downtown branding activities.
- Conducts fundraising activities specifically related to Community Development events and projects.
- Researches, identifies, defines and develops funding sources to support existing and planned program activities; coordinates the development, writing and submission of grant proposals; tracks proposals and provides additional information as needed.
- Staff to the City's Public Art Committee and responsible for public art displays in City Hall.
- Maintain the Community Development Website.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an accredited college or university with a Bachelor's Degree in urban planning or a closely related field, and at least 4 years of experience in professional planning, downtown development or economic development; or a Master's Degree in Urban Planning or a closely related field and 1 year of experience in professional planning, economic development or downtown development; 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. • Small Business development and/or economic development.
Ability to	<ul style="list-style-type: none"> • Perform technical research on economic, engineering and sociological issues as part of the planning process. • Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems • Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions • Ability to work on several projects or issues simultaneously • Ability to work independently or in a team environment as needed • Ability to attend to details while keeping big-picture goals in mind • Prepare and present reports, plans, charts, graphs and similar items. • Follow instructions and work independently with minimal supervision. • 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. • Ability to work on several projects or issues simultaneously • Respond effectively to inquiries or complaints from members of the business community, state and federal grant agencies, City officials and employees. • Negotiate and resolve conflicts. • Research, plan and mobilize resources to implement assigned projects and programs.
Skill in	<ul style="list-style-type: none"> • The use of Microsoft Office Suite, Adobe, Photoshop, and GIS. • The performance of field inspection work. • Oral and written communications. • Strong Interpersonal communication and relationship building. • Customer service and public relations. • Critical thinking and problem solving.

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| | <ul style="list-style-type: none"> • Organization and time management. |
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Necessary Special Requirements

- 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.