



Position Description

Job Title	Community Development Specialist
Department	Community and Economic Development
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position provides internal and external services in support of the Planning & Development Office and The Department of Public Works, with an emphasis on utilizing Geographic Information Systems (GIS) capabilities in support of that work.

Supervision

Received	Director of Community and Economic Development
Exercised	None

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.

Planning-related duties:

- Answers inquiries relating to planning procedures and functions such as annexations, certified survey map reviews, subdivision planting and site plan review.
- Assists residents, builders and developers with completing necessary paperwork for annexations, certified survey map reviews, subdivision platting and site plan review.
- Prepares public hearing notices, notification lists, annexation and municipal code ordinances and other related paperwork.
- Assists Director with preparing staff reports and maintaining a records management system for planning functions.
- Prepares and distributes Plan Commission meeting agenda and packet.
- Updates and maintains official legal description of the City boundaries.

Zoning-related duties:

- Clarifies zoning code requirements and answers inquiries regarding zoning and zoning procedures.
- Assists Director with issuance of zoning permits; maintains records.
- Assists residents, builders and developers with completing necessary paperwork for zoning changes and special use permits.
- Prepares petitions, ordinances, public notices, notification lists and other paperwork for rezoning, special use permits and permanent zoning placement.
- Assists Director with preparing staff reports and maintaining a records management system.

GIS duties:

- Creates, updates and maintains map layers and official City maps, data layers and parcel specific data.
- Tracks property splits; prepares maps upon request.
- Provides map-related data and information for City department projects as needed.
- Researches and assists with grants for GIS.
- Works with CIS consultants as needed.

Development-related duties:

- Assists City Administrator/Clerk with tracking development agreements.
- Assists Director with code enforcement issues.

Other:

- Performs general office functions; answers phones; handles correspondence; serves at front counter; maintains and updates code books; creates department forms; orders supplies, maintains records, opens and closes office; responds to public inquires.
- Provides technical and clerical support to the Director; creates and manages project files; assists with the preparation and dissemination of bid packets; attends and assists with project bid openings; develops public information notices on various projects utilizing GIS address databases; performs research and data gathering in support of project development; assists with preparing grant applications; assists with payroll administration.
- Provides clerical support to Public Works Department; issues, monitors and maintains Well Permit records; issues Street Excavation permit; sends grass mowing and snow removal correspondence; maintains records of permits and correspondence.
- Responds to public inquiries regarding assessment records and various Department procedures.
- Collects fees and distributes permits; maintains permit filing system.
- Assists Clerk’s office in processing special assessments.

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, Geography, or a related field plus at least 1 3 years of experience in municipal planning and development and GIS applications; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of

- State and local building codes and planning practices.

	<ul style="list-style-type: none"> • GIS for municipal applications. • Property assessment principles. • Business English (spelling, grammar, punctuation and tone). • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Read and interpret legal descriptions and construction terminology. • Communicate effectively, both orally and in writing. • Perform basic math functions. • Work independently with minimal supervision. • Multi-task and prioritize workload. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Public relations. • The use of GIS applications.

Necessary Special Requirements

Certified training in GIS applications; WI Property Appraiser Certification

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 types of tools and 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 is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to climb, balance, bend, stoop crouch or kneel.
- The employee may be exposed to adverse weather and other unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents, vibrations, noise and disease.
- The employee must occasionally lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.