



## Position Description

<b>Job Title</b>	Assistant Planner
<b>Department</b>	Community and Economic Development
<b>Employment Status</b>	Full Time
<b>Exempt/Non-Exempt Status</b>	Non-Exempt

### Scope of Work

This position is primarily responsible for assisting residents, businesses, and developers through site plan review and all other building and zoning-related applications. Under the close supervision of the Community and Economic Development Director, the Assistant Planner will act as a point of contact for customers and will assist them in working through the needed approvals to meet their project goals. The position will prioritize creating customer-centered processes and tools. This position will perform research and analysis of planning data and contribute to complex planning projects, including long-range comprehensive planning updates, zoning code amendments, and neighborhood/district plans.

### Supervision

<b>Received</b>	Community and Economic Development Director
<b>Exercised</b>	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:

- Interpret and explain applicable municipal regulations, application requirements, and other policies and standards.
- Assists property owners, builders, and developers with completing necessary paperwork for site plan reviews and other building and zoning-related applications.
- Reviews or assists in the review of site plans and various zoning and building permit applications for conformance with community plans and regulations.

- Prepares updates and amendments to the City’s comprehensive plan, neighborhood plans, future land use map, zoning map, and other resources.
- Conducts research on land use, demographics, regulations, and community needs in support of new and updated plans, programs, and ordinances.
- Helps draft recommendations for revisions to zoning, building, and subdivision ordinances.
- Drafts staff reports and briefing materials for presentation to the City Plan Commission and City Council regarding current planning applications, long-range planning projects, and related matters with recommendations, findings, and/or conditions of approval.
- Assists the Director in developing and maintaining current planning application forms and guidance.
- Works with the building inspectors regarding code enforcement issues.
- Coordinates with Public Works, the City Administrator, and other City departments on development reviews and other initiatives.

**Other:**

- Frequently responds to public inquiries over the phone and in person.
- Maintains regular and predictable attendance.
- May be asked to attend City Council and Plan Commission meetings.

## **Other Job Functions**

- Performs related duties as assigned.

## **Requirements of Work**

Bachelor’s degree in Urban Planning or related field; Demonstrated interest in community planning, including experience and training which provides the following knowledge, abilities and skills.

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Knowledge of the basic principles and practices of urban planning and community development</li> <li>• Knowledge of principles and practices of research and data collection</li> <li>• Knowledge of computer programs and applications, including Microsoft Office</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Ability to establish and maintain effective working relationships with City employees and to deal with the public in a courteous and tactful manner</li> <li>• Ability to compile and analyze data and prepare reports</li> <li>• 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</li> <li>• Ability to maintain confidentiality of sensitive materials, records, and conversations</li> <li>• Ability to manage several projects or issues simultaneously and prioritize effectively</li> <li>• Ability to attend to details while keeping big-picture goals in mind</li> <li>• Ability to possess and maintain a valid Wisconsin driver’s license</li> </ul>
<b>Skill in</b>	<ul style="list-style-type: none"> <li>• Self-motivated, energetic individual with excellent customer service and interpersonal skills</li> <li>• Effective communication skills, both orally and in writing, with individuals at various levels both within and outside the organization</li> </ul>

	<ul style="list-style-type: none"> <li>• Creative problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns</li> <li>• Strong attention to detail</li> </ul>
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## 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.