

CITY OF MENASHA
Position Description

Position Title: Principal Planner
Department: Community Development
Status: Exempt
Position Reports To: Director of Community Development
Date of Description: April 2017

SUMMARY

This position is responsible for planning, organizing, and managing professional projects, programs, and technical activities of the Community Development Department under the direction and supervision of the Community Development Director.

ESSENTIAL FUNCTIONS

- Manage the functions of various boards, commissions, and other organizations for assigned programs and duties; create agendas, prepare recommendations, present agenda items, conduct public hearings and record minutes.
- Conduct meetings for internal committees, task forces, and various work groups.
- Review land use proposals including site plans, subdivision plats/certified survey maps, annexations, special-use permits, zone changes, variance requests and other projects.
- Administer, write, update, interpret, provide information and enforce provisions of the zoning, subdivision, shoreland, wetland, floodplain and stormwater ordinances. Respond to inquiries regarding development standards and ordinances.
- Manage education and public participation components of the MS4 Stormwater Permit and support stormwater permit functions, as required.
- Assist in the management of the Community Development Block Grant Revolving Loan Program.
- Administer the city's Geographic Information System; perform GIS analysis, queries, and data manipulation; produce maps, displays, and reports utilizing geospatial data.
- Prepare updates to the city's comprehensive plan and other redevelopment plans; lead neighborhood and community planning initiatives.
- Identify potential funding sources and prepare grant applications for community development programs and activities.
- Prepare ordinances, resolutions, public notices, various statistical and narrative assessments and reports, correspondence, maintain records, conduct surveys, and accumulate pertinent data to accomplish community development functions.
- Coordinate programs and act as liaison to other agencies, municipalities, state and federal officials.
- Develop and refine program procedures, create forms and other print materials, and update the department's web page and internet presence.
- Monitor changes in regulations and program requirements, and modify operating practices as necessary.

POSITION REQUIREMENTS/QUALIFICATIONS

- Knowledge of the principles and practices of community development, including planning, urban design, zoning administration, grant administration, geographic information systems, economic development and housing.
- Knowledge of and experience in research methods and statistical analysis.
- Ability to analyze data using established criteria in order to identify and select alternatives and determine consequences. Ability to classify, compute, tabulate, and categorize data and information.
- Ability to exercise judgment, decisiveness, and creativity required in situations involving evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.
- Ability to educate and manage others, including acting in a lead worker capacity. Ability to interpret the application of policies, procedures, and standards for specific situations.
- Ability to utilize a variety of advisory and design data, such as site plans, development proposals, engineering drawings, annexation petitions, rezoning requests, variance applications, special use permits, budgets, planning documents, maps, municipal codes and ordinances, state administrative codes, and census data.
- Ability to organize and carry out projects independently.
- Ability to develop and maintain records and reports.
- Ability to establish and maintain working relationships with the public, city officials, city staff, local governments, businesses, and other organizations.
- Ability to effectively communicate verbally and in writing with city officials, city staff, state and federal officials, contractors, developers, property owners, business representatives, engineers, attorneys, surveyors, and the general public.
- Strong computer skills, including proficiency with word processing, spread sheet, data base, internet, and GIS applications (ESRI).

CERTIFICATES, LICENSES, REGISTRATIONS

- Requires a minimum of a Bachelor's Degree in urban and regional planning, public administration, economic development, or related field and at least three years of directly relevant experience, or an equivalent combination of education, experience and training.
- Requires a Valid Wisconsin driver's license.
- American Institute of Certified Planners (AICP) certification is desirable.

PHYSICAL DEMANDS

The physical demands described herein 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.

- While performing job duties, the employee is regularly required to sit, stand, walk, and use both hands to handle, touch, grasp, reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and the ability to focus.

FUNCTION OF POSITION DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work, and to detail the required knowledge, skills, and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to, or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.