



**CITY OF KENOSHA**  
invites applications for the position of:

# Planner I

An Equal Opportunity Employer

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**SALARY:** \$4,332.00 - \$5,570.00 Monthly  
\$51,984.00 - \$66,840.00 Annually

**OPENING DATE:** 05/05/17

**CLOSING DATE:** 05/29/17 11:59 PM

**GENERAL OVERVIEW OF POSITION:**

*This recruitment is open to all qualified individuals and will establish an eligibility list which will be used to fill the current vacancy and may be used to fill any other such openings in this classification which occur within the next 12 months. This is a non-represented position.*

Under direction of the Deputy Director, assists in writing and revising the regulations which support and implement the City's Comprehensive Plan. The incumbent participates in the preparation of plans relating to land use, zoning and economic development. Duties include preparing recommendations for land use and zoning, prepares Zoning Ordinance amendments, and reviews site plans for conformance with City regulations. Additional responsibilities include planning and assistance for City owned properties impacted by environmental issues. Incumbent will undertake special studies and reports and perform other work as requested or assigned.

**EXAMPLE OF DUTIES & RESPONSIBILITIES:**

- Collects and analyzes data from surveys; devises approaches for development;
- Reviews building and site plans and plats; evaluates proposals to determine cost-benefit to City; researches records.
- Prepares various regular and special reports, applications, environmental reviews; maintains accurate and up-to-date land use and zoning records.
- Prepares Zoning Ordinance amendments; analyzes rezoning requests for City-wide and neighborhood impact; interprets zoning and development regulations.
- Educates the general public on City planning, zoning and development regulations, rules and statutes; responds to citizen inquiries.
- Works with consultants on preparation of plans.
- Supports the monitoring, reporting and planning for City-owned properties impacted by environmental issues.
- Provides professional assistance to the Historic Preservation Commission and administers the City's Historic Preservation Ordinance.
- Prepares reports on various subjects including long-range neighborhood and

comprehensive land use and redevelopment plans and economic studies.

- Prepare and review Zoning and General Code of Ordinances which support the implementation of the Downtown Strategic Development Plan.

(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. Management reserves the right to assign employees in this classification to duties not listed above, if the duties are fairly within the scope of responsibilities applicable to the level of work performed by employees in positions covered by this classification specification./This classification specification does not create an employment contract between the City and the employee and is subject to change by the City as the needs of the City and the department change over time.)

## **REQUIREMENTS:**

### **Required Education, Training and Experience:**

- Bachelor's degree from an accredited college or university in Urban Planning, Public Administration or closely related field;
- One (1) year of comprehensive planning experience is highly desirable; or, an equivalent combination of training and experience.
- One (1) year of applied experience in historic preservation principles and programs is highly desired.

### **Required Knowledge, Abilities, and Skills:**

- Knowledge of the principles and practices of urban, environmental and regional planning.
- Knowledge of the laws, ordinances and codes relating to land use plans and development regulations.
- Knowledge of computer technology and applicable software such as Geographical Information Systems.
- Knowledge of modern research techniques and statistical methods.
- Knowledge of brownfield and environmentally impacted site issues.
- Knowledge of historic preservation principles, programs and requirements.
- Ability to prepare and present oral and written reports based on research and special studies.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, officials, the public and other agencies.
- Ability to read and understand plats, maps, blueprints and similar relevant documents.
- Skill in the use of basic office equipment.
- Ability to handle reasonably necessary stress.

### **Physical Requirements:**

- Task involves frequent walking; standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of

safe and/or productive operations.

**Environmental Requirements:**

- Task may require infrequent exposure to adverse environmental conditions.

**Sensory Requirements:**

- Task requires color perception and discrimination.
- Task requires sound perception and discrimination.
- Task requires visual perception and discrimination.

**Other Requirements:**

- Possession of a valid driver's license and a good driving record.
- May be required to provide a personal vehicle for use on the job.

**METHOD OF SELECTION:**

Applicant's education, training and experience will be analyzed. Written, oral, proficiency and/or other exams may be given to determine if the applicant has the necessary knowledge, skills and abilities. Appointment will be made in accordance with City policy, and the Civil Service Ordinance, Rules and Regulations.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.kenosha.org>

Job #201700756

PLANNER I

NM

APPLICATION DEADLINE:

Applications must be received no later than 4:30 PM Central Standard Time (CST) the date of the job closing.

OUR OFFICE IS LOCATED AT:

625 - 52nd Street

Room 205

Kenosha, WI 53140

Phone: (262) 653-4130

Fax: (262) 653-4127

OUR OFFICE HOURS:

8:00 AM - 4:30 PM, Monday - Friday

An Affirmative Action/Equal Employment Opportunity Employer M/F/D

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**Planner I Supplemental Questionnaire**

- \* 1. The following supplemental questions may be used as a scored evaluation of your knowledge, skills and experience. Be certain that the choices you make correspond to the information you have provided on your application/resume. Please be as honest and accurate as possible. You may be asked to demonstrate your knowledge and skills in a work sample or during a hiring interview. By completing this supplemental evaluation you are attesting that the information you have provided is accurate. Any information you provide may be reviewed by the hiring manager. Any misstatements or falsification of information may eliminate you from consideration or may result in dismissal.
- Yes and I understand and agree  
 No I disagree
- \* 2. Do you have a Bachelors Degree?
- Yes  
 No
- \* 3. What major field of study is your degree in?
- \* 4. What is the highest level of education you have achieved?
- Some High School  
 High School Diploma/GED/HSED  
 Some College  
 Associate Degree  
 Bachelor Degree  
 Masters Degree  
 Doctorate (PHD)  
 None of the Above
- \* 5. Do you possess a valid driver's license with a good driving record?
- Yes  
 No
- \* 6. Do you have a working knowledge of the following? Check all that apply.
- brownfield and environmentally impacted site issues  
 laws, ordinances and codes relating to urban, environmental and regional planning  
 computer technology and applicable software such as Geographical Information Systems  
 historic preservation principles, programs and requirements  
 none of the above
- \* 7. A person is not qualified for initial employment ONLY if the person would be immediately supervised by a relative. For purposes of this rule, "Relative" includes any member of your immediate household or any person whose relationship by blood or marriage is as close as or closer than first cousin, grandparent or grandchild, including step relationships. Based upon this definition of "relative", do you have any relatives employed or serving in the

capacity as an elected official with the City?

Yes

No

8. If you answered yes to the question above, please list the name(s) and relationship(s) of your City-employed relative(s).

\* Required Question