



## JOB DESCRIPTION

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| <b>Department</b>     | Community Development Department                                |
| <b>Location</b>       | Village Hall 9915 39 <sup>th</sup> Avenue, Pleasant Prairie, WI |
| <b>Job Title</b>      | Deputy Planner and Deputy Zoning Administrator                  |
| <b>Classification</b> | Salary/Exempt   |
| <b>Pay Range</b>      | \$49,394.03 - \$61,742.54 annually FT85                         |

### Job Summary

The Deputy Planner and Deputy Zoning Administrator reports to the Director of Community Development. This full-time position is a skilled, technical, and professional salaried position in the Community Development Department of the Village of Pleasant Prairie. The primary responsibilities of this position in the Department include: providing zoning, land division, floodplain and land use planning information to the public; inspecting structures, lands and waters to insure compliance with the Village Ordinances; completing site plan, landscaping and housing plan reviews; attending meetings and preparing staff memorandums and reports; providing interpretations of the Village land use and zoning codes; writing/reviewing newsletter articles; researching information relating to current and long range planning activities and performing other duties as required or assigned. The individual applying for this position should have a functional understanding of land use planning, zoning codes, geographic concepts, and GIS.

### Job Duties

- Ability to learn and to provide geographical information such as: comprehensive land use and neighborhood plans, zoning regulations, and topographic, wetland, and floodplain maps to the public.
- Ability to learn how to review site/house plans, certified survey maps and plats and prepare staff memorandums/letters.
- Ability to learn and effectively utilize TRAKiT web-based software to track code enforcements, projects and permits.
- Communicate accurately and effectively both verbally and in written form with co-workers, elected officials, realtors, attorneys and public.
- Attend meetings with Director and properly convey land use, planning, zoning and Village code information to property owners, realtors, developers and contractors for new developments.
- Prepare letters/memorandums regarding zoning inspections, code complaint inspections and liquor license/mobile home park inspections.
- Develop and maintain effective working relationship with federal, state and local agencies.
- Ability to multi-task in a fast paced and sometimes stressful environment.
- Follow through on assignments and projects and be able to understand English speaking skills.
- Ability to work independently as well as in a team environment.
- Accept professional guidance, assignments, correction, and discipline.
- Ability to learn, understand and follow the Village's policies and procedures.
- Confidently make accurate decisions based on training and common sense.
- Ability to operate office equipment (computers, copiers, printers, scanners).
- All other duties as assigned.

### Physical Requirements

- Lift and move equipment weighing 50 pounds or less.
- Sit for long periods of time in meetings and front of a computer monitor and typing on a keyboard.
- Schedule and hours of work: Monday through Friday, 8:00 a.m. and 5:00 p.m., with evening hours for Plan Commission or other Board meetings as assigned.

### Requirements - Education, Certifications and Experience

- Bachelor's Degree in Urban Planning, Architecture, Political Science, Geography or related field is required, with a minimum of 1-3 years of professional/internship experience in urban land use planning, architecture, zoning ordinance enforcement or legal field is preferred. Tuition assistance available for post-graduate education.
- Understanding of federal rules, State Statutes and Village ordinances and regulations.
- Experience using ESRI products, especially ArcGIS 9.0 or higher and/or GIS is preferred.
- Knowledge of multiple software Microsoft applications and operating systems including (Outlook, Word, PowerPoint, Publisher and Excel) is required.
- Valid driver's license.

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Signature

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Date

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Signature

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Date

Rev. 4/2018

Village of Pleasant Prairie is an Equal Opportunity Employer.