



JOB DESCRIPTION

Department	Community Development Department
Location	Village Hall 9915 39 th Avenue, Pleasant Prairie, WI
Job Title	Deputy Planner and Zoning Administrator
Classification	Salary/Exempt
Pay Range	Minimum-\$49,394.03 annually – Maximum-DOQ FT85

Job Summary

The Deputy Planner and 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 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; investigating and processing complaints made relating to the zoning, land use and municipal codes; attending meetings and preparing staff memorandums and reports; attending evening public meetings for the Village Plan Commission, Village Zoning Board of Appeals and/or Village Board of Trustees; providing interpretations of the Village land use legislation; 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/codes, geographic concepts, and GIS.

Job Duties

- Understand and interpret various geographical information such as comprehensive and neighborhood plans, zoning, topographic, wetland, and floodplain maps.
- Review construction plans, site 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 codes to property owners, realtors, developers and contractors.
- 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 including; but not limited to: computers, copiers, printers, and 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 in front of a computer monitor typing on a keyboard.
- Schedule and hours of work: Monday through Friday, 8:00 a.m. to 5:00 p.m., with evening hours for meetings and/or weekend hours required.

Requirements - educational, certifications and experience

- Master's Degree in Public Administration, Urban Planning, Architecture, or related field is preferred with 3 years of professional experience.
- Bachelor's Degree in Urban Planning, Political Science, Geography or related field is required, with a minimum of 5-7 years of professional experience in urban land use planning, architecture, zoning ordinance enforcement or legal field.
- Understanding of federal rules, State Statutes and Village ordinances and regulations.
- Experience using ESRI products, especially ArcGIS 9.0 or higher and/or GIS.
- Knowledge of multiple software Microsoft applications and operating systems including (Outlook, Word, PowerPoint, Publisher and Excel).
- Valid Driver's License.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

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