



The City of Platteville seeks a

Planner/Community Development Specialist

The City of Platteville seeks a Planner/Community Development Specialist. This position provides guidance on general zoning, building and related code information, processes land use applications, serves as a liaison to citizen advisory boards, writes and administers grants, as well as other community and economic development activities. The successful candidate will have excellent customer service, communication and project management skills. Local government and GIS experience desired. Bachelor's degree in planning, public administration or a related field and 2-3 years of planning or public administration experience required. The hiring range for this position is 48-52k.

To ensure consideration, submit your resume and cover letter by May 25 to steffenc@platteville.org. Additional information can be found at www.platteville.org

**COMMUNITY DEVELOPMENT DEPARTMENT
JOB DESCRIPTION**

PLANNER/COMMUNITY DEVELOPMENT SPECIALIST

EXEMPT: Yes

UNION: No

GENERAL STATEMENT OF JOB:

Performs a variety of routine and complex community development activities and assists department customers. Position requires the exercise of independent judgment and a high degree of initiative in the daily operations of the department.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Manages and provides general zoning, building, and related code information and land use application forms to the general public, and provides guidance on requirements and/or approval process.
- 1.2 Manages and processes land use applications by accepting the application, checking for accuracy and completeness, calculating fees, routing to appropriate review staff, notifying the public and forwarding to other staff or writing staff reports as directed.
- 1.3 Serves as the staff liaison to assigned citizen advisory boards such as Platteville Public Transportation, Safe Routes to School and other groups. Prepares agendas and minutes. Assists with the orientation of new members and with marketing related programs.
- 1.4 Maintains data in Geographic Information System (GIS). Creates maps for use by the public or other departments.
- 1.5 Writes grants and/or assists with grant reporting.

- 1.6 Oversees records related to land use and building permit process, ensuring that the data is well organized, easy to access and complies with retention requirements. Compiles reports on department activities as required. Looks for opportunities to automate or move to paperless format.
- 1.7 Coordinates the scheduling of building inspections. Issues routine building permits with scope of authority during absence of building inspector.
- 1.8 Assist with planning projects and demographic work. Leads or assists special projects as assigned by the Community Development Director.
- 1.9 Leads or assists with economic development projects as assigned by the City Manager.
- 1.10 Serves as office manager for the Community Development Department; orders office supplies, processes bills for payment and answers or routes questions from the public.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Logical or scientific thinking to solve problems; several abstract and concrete variables. Arithmetic calculations involving fractions, decimals, and percentages. Considerable knowledge of assessing regulations and general land use development. Working knowledge of zoning regulations and building codes.

Skill in the operation of listed tools and equipment.

Ability to report, write, or edit articles for publication; interview, counsel, or advise people, evaluate technical data. Ability to communicate effectively, verbally or in writing, with customers and general public daily. Ability to organize tasks and complete by deadline. Ability to provide good customer service in difficult situations. Employee will be familiar with details of job to do it reasonably well within 6 months.

TOOLS AND EQUIPMENT USED:

Computer with Microsoft Word, Access, Excel, Outlook, Internet, ESRI/GIS; telephone; copy machine, and fax machine.

CONFIDENTIAL DATA:

Confidential information includes Housing Authority and Community Development data relative to clients.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands 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.

While performing the duties of this job, employee mostly sits; keyboards; uses repetitive movements; uses eye-hand coordination; hears; talks; uses the telephone; has contact with general public/customers. Employee frequently stands; walks; grasps; holds; works alone; stoops, kneels, crouches or climbs stairs. Employee occasionally drives motor vehicles.

Employee must be able to constantly lift up to 10 pounds; frequently lift up to 25 pounds; occasionally lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Bachelor's degree in planning, public administration or related field.

2. 2 to 3 years of planning or public administration experience. Local government experience preferred.
3. Experience with Geographic Information Systems (GIS)
4. Any equivalent combination of education and experience.
5. Valid Wisconsin driver's license or ability to obtain within six months.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is exposed to significant work pace/ pressures in meeting deadlines.

POSITION ACCOUNTABILITY:

REPORTS TO: Community Development Director.

SUPERVISION EXERCISED: Supervises interns.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by Common Council: 7/10/01

Revision History: 7/1/96; 12/31/10; 12/31/15; 7/3/16