

***Job Description
City of Mequon***

<u>Title:</u> Planner	<u>FLSA:</u> Exempt
<u>Date:</u> April 2023	<u>Present Incumbent:</u> N/A
<u>Department:</u> Community Development	<u>Division:</u> Planning
<u>Work Location:</u> City Hall	
<u>General Schedule:</u> This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 4:30 p.m. Occasional evening or weekend work may be required as job duties demand.	
<u>Pay Range:</u> 10	
<u>Represented:</u> No	<u>Bargaining Unit:</u> N/A
<u>Position's Purpose:</u> Under the guidance of the Director of Community Development, this position will perform professional-level work in planning and development collaboratively with other staff members and various departments. Additionally, this position will work with developers, business owners, sign companies, community organizations, residents and landowners on behalf of the City of Mequon.	
Description of the Job	
A. Essential Duties and Responsibilities:	
<u>40%</u>	Analyze, review, and approve development proposals or applications such as minor subdivisions, architectural reviews, development permits, temporary use permits, zoning building and sign permits and various applications for compliance with appropriate planning principles, regulations, ordinances and policies. The analysis forms staff's reports, recommendations and presentations on development projects to various committees.
<u>25%</u>	Answer planning, zoning, and development process questions from citizens, developers, and other agencies.
<u>20%</u>	Assisting in gathering, compiling and analyzing data; preparing maps and graphics;, other departments, and the general public.
<u>10%</u>	Conduct field inspections to verify compliance with approved plans and conditions.
<u>5%</u>	Other special projects as part of the department's annual work program or duties as assigned by the Director of Community Development or designee.

B. Job Specifications:

Required Knowledge: Knowledge of principles, laws and practices of planning, modern land use, zoning and population concepts; working knowledge of GIS softwares and other standard office programs.

Required Skills/Abilities:

Technical:

- Ability to plan, organize and assist with the operations of community planning and development
- Ability to analyze demographic and development trends and integrate information across multiple platforms including GIS Systems
- Skills in preparing written and visual materials for public meetings and the ability to provide assistance to facilitate group discussions
- Analytical and problem solving skills to evaluate situations and determine appropriate action
- Ability to use personal computer equipment to access, retrieve, or input information using Microsoft Office (Word, Excel, PowerPoint) and Experience with ArcGIS Pro software and ArcGIS online.

Communication/Interpersonal:

- Ability to evaluate and/or make independent decisions, with or without supervision
- Strong skills in oral and written communications
- Ability to prepare written and visual materials for public meetings and the ability to provide assistance to facilitate group discussions
- Ability to provide customer service to the public, including answering questions, providing information, and assisting customers
- Ability to display initiative

C. Qualifications Required: A bachelor’s degree in planning, or related field required, and one year of professional planning experience is required. A Master’s degree with an emphasis on planning or community development is desired and may be substituted, in part, for experience.

Position requires a valid Wisconsin motor vehicle operator’s license and a safe driving record.

D. Title of Immediate Supervisor: Director of Community Development

E. Supervision Received: Employee will work under limited supervision

F. Supervision Exercised: None

G. Working Conditions: While performing the duties of this position, the employee is routinely required to walk, stand and sit as needed. The employee may on occasion be required to lift objects weighing no more than 20 lbs. to height, be required to stoop, bend, or crouch. The employee is routinely required to give verbal instructions, speak on the phone, hear and understand conversation in an office environment, and perform work at a computer terminal. The employee is required to operate a variety of office equipment and to operate a motor vehicle occasionally. Additionally, the employee maybe required to work outdoors in the elements.

The employee has contact with the public. The employee is routinely required to work with others to accomplish joint projects and to work alone on his/her own tasks. The employee must maintain a level of alertness commensurate with being responsible for the health and welfare of others. The incumbent may be required to work irregular or extended hours on demand with short notice.

The work environment is generally favorable. Lighting and temperature are adequate and there are rarely hazardous or unpleasant conditions caused by noise, dust, etc.

H. Supplemental Information:

Disclaimer: The above information on this description has been designed to indicate the general nature and level of work performed by the employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Approvals:

Human Resources Manager

_____ Date: _____

Department Head or Designated representative

_____ Date: _____

Incumbent

_____ Date: _____