



Position: Senior Planner
Department: Community Development

FLSA Status: Exempt
Status: Full-Time

Summary Description

Under the direction of the Director of Community Development, the Senior Planner is responsible for the daily operations of the Community Development Department through assisting in implementing and administering development programs, policies and plans by administering applicable city, state, and federal laws that affect planning and zoning in the City.

Supervision/Accountability

This position is accountable to and works closely with the Director of Community Development. The Senior Planner is responsible for the direction and supervision of work assignments for the Planner, Development Services Coordinator, and Planning Intern.

Major Duties/Essential Functions

Supports the vision, mission and values of the City through the advancement of its Strategic Action Plan objectives. Assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, or other plans and codes to meet the city's needs, the City's Strategic Action Plan, and any inter-governmental agreements or requirements.

Provides staff support for the functions and operations of the Plan Commission, Board of Zoning Appeals, Parks and Recreation Commission, and Common Council (as necessary), which includes preparation of proposals from developers/business owners/homeowners and conducting presentations/public hearings to the committees/commissions as necessary. Interprets city codes and policies, provides guidance on zoning, and provides technical advice on contemplated land use or development proposals for developers, real estate salespersons, business owners/representatives, and the general public.

Reviews and evaluates development, land use, permit applications, site plans, and variance applications. Examines applications for compliance with established plans, ordinances, and applicable local, state or federal regulation. Solicits input from appropriate staff, schedules hearings and actions, monitors through the approval process, prepares reports and related data as required.

Plans, coordinates and provides direction for activities of staff and support personnel, resolves problems and questions presented by subordinate staff and support personnel regarding work processes, policies, organization or methods.

Researches, coordinates, manages and develops special projects such as updates of City's Comprehensive Land Use Plan, Zoning Code, and Park and Open Space Plan, and implements recommended projects identified in said Plans, sometimes in coordination with outside consultants

Assists the Community Development Director with the department's annual budget and establishing department goals/objectives that meet the City's Strategic Action Plan.

Minor Duties/Responsibilities

Monitors work of support personnel and confers with the Director of Community Development presenting or resolving difficult problems or questions and discussing plans and actions to be taken.

Attends professional training, seminars and meetings in order to improve working knowledge, management and leadership skills.

Responsible for notification to other city departments of any violations of city ordinances or regulations not in the primary area of responsibility of this position that may become obvious.

Reads incoming correspondence; plans and formulates response or subsequent action. Composes correspondence dealing with subject matter that involves considerable discretion, judgment or negotiation.

Performs related work tasks as required and other duties, as may be assigned.

Knowledge

Thorough knowledge of principles, methods, materials and equipment common to municipal land use planning, parks planning, and community development. Understanding of concepts, principles and practices of city planning, parks planning, construction and design; knowledge of engineering calculation, surveying and drawing; knowledge of Geographic Information Systems (GIS) systems; knowledge of real estate development and economic development; knowledge of federal and state statutes. Working knowledge of basic statistical methods and basic principles of wetland and floodplain management. General knowledge of Tax Incremental Financing (TIF).

Skill/Ability

Ability to perform all duties and essential functions with the department's vision and mission. Ability to maintain a professional demeanor, accept responsibility, make difficult decisions, delegate tasks, motivate individuals for a coordinated effort, and calmly approach and solve problems under stressful circumstances. Must possess excellent organizational skills including the ability to work on multiple tasks and projects, to develop clear reports and records, and work independently. Proficiency in researching and obtaining information from various resources, reading and understanding codes, ordinances and complex blueprints. Ability to work effectively with contractors, developers, other agencies and the public and to establish and maintain effective interpersonal relationships with employees, other divisions and the public. Ability to use personal computer equipment to access, retrieve, or input information using GIS, MS-based programs, Windows, or other software common to the work unit or as assigned.

Education/Experience

Must have a bachelor's degree with an emphasis in Geography, Landscape Architecture, City Planning, Engineering, or a related accredited bachelor's degree program and at least four (4) years' experience in community development operations, economic development, public policy, planning or a related

field. A Master's Degree relating to urban or regional planning, public administration, or business is preferred. American Institute of Certified Planners certification is preferred.

License/Certification

Possession of a valid Wisconsin motor vehicle operator's license required. Loss of required license or registration is cause for demotion/termination. American Institute of Certified Planners certification is preferred.

Physical Demands

The physical demands described 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.

Work is performed mostly in office settings. Some outdoor work is occasionally required in the inspection of various land use developments, construction sites, or public works facilities. A high degree of hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls. Employee must occasionally reach with hands and arms. The employee is occasionally required to sit, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 a 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: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: 
Director of Community Development

Revision History:
June 25, 2024
December 15, 2021
April 1, 2020
July 20, 2017