



Position: Planner
Department: Community Development

Unit: Non-Union
FLSA Status: Exempt

Summary Description

Under the direction of the Senior Planner, this position is primarily responsible for undertaking various planning projects including but not limited to parks planning; grant applications and administration; and administering development programs, policies and plans by administering applicable city, state, and federal laws that affect planning and zoning in the city. This position also acts as staff liaison to the Parks and Recreation Commission and the Board of Housing and Zoning Appeals.

Additionally, this position assists and supports the Neighborhood Preservation Officer in the investigation, inspection and enforcement of zoning code ordinance violations.

Supervision/Accountability

Directly accountable to the Senior Planner; has no supervisory duties.

Major Duties/Essential Functions

Planning

Assists and supports the Senior Planner in the review of sites, buildings, landscaping and lighting plans, proposed land divisions, zoning changes or requests for special use approval, or other items as necessary. Participates in staff development review team meetings as necessary.

Performs and supports the research and development of special projects, such as updates of city's Comprehensive Plan and Park Plan. Interprets city codes and policies for developers, real estate representatives, and the general public.

Gathers data, compiles and evaluates information, and carries out special duties. Studies and writes reports as needed and as directed.

Handles public relations in areas involving citizen requests for information, questions regarding ordinances, complaints about potential violations, and general information.

Provides technical and professional advice, and also makes presentations to boards, commissions, civic groups and the general public as needed and directed by the Senior Planner and Director of Community Development. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

Prepares a variety of studies, reports and related information for decision-making purposes as directed.

Performs and assists in the development and implementation of growth management, land use, economic development, utility, housing, transportation, facilities, recycling or other plans and codes to meet the city's needs and any inter-governmental agreements or requirements.

Coordinates and reviews design for parks, streetscapes, landscapes and other municipal projects.

Prepares annually at least one (1) realistic, achievable objective which will improve the operations of the department.

Parks

Performs parks planning including primary responsibility for maintenance, administration, adoption and implementation of Park and Open Space Plan including recreation trail systems. Serves as primary staff liaison to the Parks and Recreation Commission.

Zoning Administration

Assist the Senior Planner, Director of Community Development, and staff development review teams with ensuring compliance with the zoning ordinance and all Plan Commission and Common Council conditions of approval.

Conducts inspections of properties for violations of the zoning ordinance and Plan Commission and Common Council approvals. Makes recommendations on appropriate corrective actions.

Reviews building, land use, sign and related permits for zoning ordinance compliance.

Meets with individuals and groups as directed to discuss code violations, to explain the intent of the zoning ordinance, and to work to gain compliance.

Researches, prepares and maintains correspondence, reports, records and evidence of zoning ordinance violations.

Provides documentary and physical evidence, and represents the City of Oak Creek in enforcement hearings.

Confers with the Senior Planner, Director of Community Development and City Attorney on zoning ordinance compliance and enforcement.

Prepares complaints for legal action against violators of the zoning ordinance.

Minor Duties/Responsibilities

Confers with the Senior Planner and Director of Community Development presenting or resolving difficult problems or questions, and discussing plans and actions to be taken.

Attends professional seminars and meetings in order to improve working knowledge and 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.

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 and parks planning. Knowledge of federal and state statutes. Working knowledge of basic statistical methods and basic principles of wetland and floodplain management.

Skill/Ability

Ability to maintain a professional demeanor 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.

Must possess excellent oral and written communication skills.

Ability to plan, organize, manage and administer projects requiring coordination with others.

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.

Skill in review and analysis of codes, designs, plans or actual site structures to determine compliance with acceptable standards.

Ability to ensure compliance with and follow standard safety practices and procedures common to the department.

Ability to research and obtain pertinent information through various resources including tax records, abstracts, state statutes and affidavits.

Ability to use personal computer equipment to access, retrieve, or input information using GIS, MS-based programs, or other software common to the work unit or as assigned.

Working skill in the collection, analysis and interpretation of data pertaining to planning and zoning, as well as working skill in performing mathematical computations and analysis.

Working skill in preparing clear and concise written and oral reports. Working skill in producing graphics and maps.

Education/Experience

Must have a bachelor's degree with an emphasis in Planning, Engineering, Geography or Landscape Architecture and at least one (1) years' experience in community development operations, planning, floodplain administration or parks. Experience in working with a municipal government 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.

License/Certifications

Possession of a valid Wisconsin Division of Motor Vehicle operator's license required.

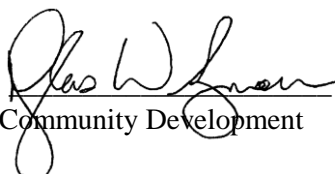
Special Conditions of Work

None.

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:

November 9, 2023
October 24, 2022
April 1, 2020
July 18, 2018
March 22, 2006