

## RESOLUTION 2020-052

### VILLAGE OF MUKWONAGO COMMUNITY PLANNER POSITION DESCRIPTION

**Title:** Community Planner / Zoning Administrator  
**Department:** Economic Development  
**Reports to:** Village Administrator

**Status:** Full-Time, NR  
**Comp Plan Grade:** 6  
**Adoption Date:** March 6, 2019  
**Revision Date:** October 21, 2020

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- I. PRIMARY FUNCTION.** The Community Planner / Zoning Administrator assists in the orderly and proper land use and development of the residential, commercial, and manufacturing tax base, coordinating the efforts of the Village Planning Commission and Board of Zoning Appeals. The position also assists the Village Administrator in developing and implementing proactive planning, zoning, land use, and economic development strategies, requiring advanced professional planning experience of high complexity and variety. This position is significantly involved with larger, more complex development planning and land use initiatives, including Village-led developments and facilitating private development through the application and approval process. The Community Planner / Zoning Administrator may supervise other small teams focused on specific development or planning initiatives at the direction of the Village Administrator.
- II. ESSENTIAL DUTIES AND RESPONSIBILITIES.** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
- III. PLANNING RESPONSIBILITIES**
1. Assists in promoting economic growth in the community through planning strategies designed to maintain and enhance the Village's quality of life
  2. Provides professional planning services as a starting point for the application and permitting process, and serves as an advocate for planning in line with the Comprehensive Plan and Zoning Ordinances.
  3. Performs advanced professional work related to variety of planning assignments and manages complex planning studies and development applications; reviews developer and applicant proposals
  4. Reviews and processes complex comprehensive plan amendments, rezoning, annexations, site plans, and plats
  5. Conducts research and prepares statistical reports on land use, physical, social & economic issues
  6. Provides professional planning assistance to member communities on varied land use projects
  7. Develops transportation plans, studies and analyses on regional basis
  8. Works in regional program areas relating to resources planning, community development, hazard mitigation, environmental remediation and others
  9. Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans
  10. Attends or coordinates meetings with advisory boards and elected officials as necessary
  11. Presents reports and other findings to staff, Planning Commission and Board of Zoning Appeals, Committee of the Whole and Village Board and serves as liaison to such committees or other committees as necessary
  12. Attends frequent evening meetings
  13. Fully utilizes Village software to electronically track project status and capture all project documentation
  14. May supervise team projects related to planning and development initiatives

## **ZONING RESPONSIBILITIES**

1. Authorization to administer the Village's Zoning ordinance 100-277 and shall have the following duties and powers:
  - a. Advise applicants of the ordinance provisions, assist in preparing permit applications and appeals, and assure that the regional flood elevation for the proposed development is shown on all permit applications.
  - b. Recommend/Issue permits and inspect properties for compliance with provisions of this ordinance and issue certificates of compliance where appropriate.
  - c. Keep records of all official actions such as: All permits issued, inspections made, and work approved
2. Works directly with Building Inspection staff to ensure compliance with all Village codes and ordinances
3. Responds to citizen complaints regarding zoning code violations
4. Assesses compliance with zoning code via regular monitoring and observance of activity throughout the Village
5. Keeps Village Zoning ordinances and codes up to date and makes recommendations pertaining to zoning amendments, additions, ordinance applications, and zoning-related plans
6. Provides professional zoning assistance to member communities on varied land use projects
7. Works in regional program areas relating to resources zoning, land use, planning, community development, and others
8. Schedules and conducts meetings with advisory boards and elected officials
9. Presents reports and other findings to staff, Planning Commission and Board of Zoning Appeals, Committee of the Whole and Village Board and serves as liaison to such committees or other committees as necessary
10. Serves as an advisory member of the Downtown Development Committee
11. May supervise team projects related to zoning and development initiatives

## **IV. EDUCATION, LICENSURE/CERTIFICATION AND EXPERIENCE.** The requirements listed below are representative of the knowledge, skills and abilities required.

- A. Graduation from an accredited college or university with a Bachelor's degree in planning or a related field, professional level engineering training (P.E.) preferred. Village may accept a Master's degree in planning or other related field.
- B. A minimum of 4 years' municipal experience or experience advising municipal government.
- C. Thorough knowledge of the principles, practices, and legal requirements of urban planning, zoning code administration, community development, housing and economic development.
- D. Able to identify appropriate methods to provide effective and efficient long-range planning, demographic analysis, redevelopment, economic development and land-use applications.
- E. Knowledge of statistical and research methods and analysis of planning studies, government planning documents and reports, marketing studies, plans, specs and bid documents.
- F. Any equivalent combination of experience and education which provides the required knowledge, skills and abilities
- G. Ability to obtain certification through American Institute of Certified Planners
- H. Possess a valid Wisconsin driver's license

## **V. ESSENTIAL SKILLS OF THE JOB**

- A. Ability to communicate effectively orally and in writing
- B. Ability to facilitate sessions with elected officials, decision-makers, residents and community groups
- C. Ability to multi-task on several simultaneous projects and problem solve effectively
- D. Ability to manage projects and meet firm deadlines
- E. Ability to instruct and train other staff when necessary

F. Ability to utilize computer programs and equipment, and work with in-house online permitting software system, and GIS technology

**VI. WORK ENVIRONMENT.** The work environment characteristics are reflective of the responsibilities as described in the major duties and responsibilities. Work is performed in an office environment. Contact with staff, other Village employees, public and governmental agencies are required.

**VII. AMERICANS WITH DISABILITIES ACT (ADA) ESSENTIAL ELEMENTS AND QUALIFICATIONS.**

- A. Must be able to sit, stand, bend, walk and climb with or without back support.
- B. Able to lift up to 25 pounds.
- C. Must have dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment.
- D. Hearing activities requires the ability to participate in numerous conversations throughout the workday both in person and over the telephone.
- E. Must be able to work with file cabinets that are 5'8" in height and cabinet drawers that have a depth of 24."

**VIII. ADDITIONAL REQUIREMENTS.**

- A. Compliance with the conditions of employment as stated in the Village of Mukwonago Employee Handbook.
- B. Must keep current with new computer technology which would benefit the Village and its residents.
- C. Implement the policy directives of the Village Board.

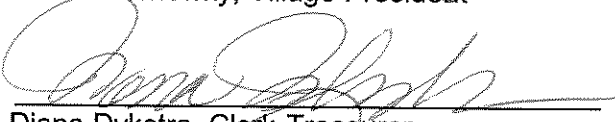
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The Village of Mukwonago is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Adopted this \_\_\_ day of October 2020.

  
Fred Winchowky, Village President

Attest:

  
Diana Dykstra, Clerk-Treasurer