

Job Description

Human Resource Use Only

Position Number:
Contract Step/Grade
Effective Date:

POSITION IDENTIFICATION

Position Title: Associate Planner / Economic Development Expediter
Division: Planning Department
Status: Full Time / Non-Exempt
Workweek: Mon-Fri (7:30 a.m. – 4:30 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: City Planner
Directly Supervises: No Supervisor responsibilities

POSITION PURPOSE

This is a paraprofessional position functioning in both a Planning and Economic Development role. This position interacts heavily with the public on matters relating to planning, zoning, housing, and property conditions. As a member of the Planning team, the position is responsible for carrying out the planning and development functions of the city by providing technical and customer service assistance for various projects being undertaken by the division. The Planning Technician works closely with the public on a regular basis to provide customer service on planning and zoning issues. In support of Economic Development functions, the position interacts with property owners, landlords, tenants, and city officials, performs clerical, secretarial, and administrative duties in answering phones, receiving the public, data processing and bookkeeping, as well as extensive customer assistance duties.

ESSENTIAL DUTIES

- Provide technical assistance and information to staff and the public for planning and zoning related activities.
- Review zoning permit applications to assure compliance with zoning requirements
- Perform routine office tasks including data entry, file management, copying files and documents, answering telephone, and responding to email requests
- Assist in developing digital maps, reports, plans, and data analysis for projects being undertaken by the division.
- Inspect properties following citizen complaints about zoning or the condition of the premises and prepare supporting documentation and reports.
- Research and compile information on a variety of planning and zoning issues from multiple sources
- Prepare public notices or property owner verifications
- Prepare maps, charts, tables of limited complexity
- Investigate violations of planning regulations and ordinances
- Attend public meetings and assist other planning staff as appropriate
- Create and maintain files; collect and record data of Department/Division activities and operations on a periodic basis

- Issue various licenses, permits, etc. as assigned

OTHER DUTIES

Performs other related duties as assigned.

MINIMUM POSITION QUALIFICATIONS

Education:	Associates Degree in urban planning, architecture, public policy, or related area of study. A Bachelor's Degree from an accredited college or university in urban planning, public administration, or a related field may substitute for one year of work experience.
Experience:	One year of planning related experience that involved frequent public interaction.
Certifications/Licenses:	No required certifications or licenses
Other Requirements:	No other requirements

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess the knowledge of planning principles and practices and the knowledge of principles and practices of research and data collection. This position must possess effective writing techniques, knowledge of computer and software programs, which may include Microsoft Office, Internet applications (including use of social media), and GIS. This position must have a high level of creativity, enthusiasm and a positive attitude in performing duties; have excellent customer service skills, be detail oriented, and display a professional demeanor at all times. This position must also have the ability to communicate in English, clearly, concisely, tactfully and courteously both orally and in writing.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

Manual Dexterity:	While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of basic office equipment.
Physical Effort:	The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.
Working Conditions:	The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not

intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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