

Personnel  
11-17-14

14-2559

**RESOLUTION**

**ASSOCIATE PLANNER/ECONOMIC DEVELOPMENT EXPEDITOR**

**WHEREAS**, as a result of the City's reorganization of the Planning Department to the Community Development Department in 2014, essential job duties and responsibilities have changed within the department; and

**WHEREAS**, it is a best practice to ensure all job descriptions are current and up-to-date to accurately reflect essential job duties and responsibilities within each department; and

**WHEREAS**, the Personnel Committee recommended acceptance of the attached revised job description for Associate Planner/Economic Development Expeditor within the Community Development Department at a meeting held on Monday, November 10<sup>th</sup>, 2014.

**NOW THEREFORE, BE IT RESOLVED BY** Mayor Justin M. Nickels and the Common Council of the City of Manitowoc to approve the attached revised job description for Associate Planner/Economic Development Expeditor within the Community Development Department.

Introduced NOV 17 2014 \_\_\_\_\_

Adopted \_\_\_\_\_

Approved \_\_\_\_\_

\_\_\_\_\_  
Justin M. Nickels, Mayor

This resolution was drafted by Kathleen M. McDaniel, City Attorney

# Job Description

| Human Resource Use Only |
|-------------------------|
| Position Number:        |
| Step/Grade              |
| Effective Date: 11/2014 |

## POSITION IDENTIFICATION

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**Position Title:** Associate Planner / Economic Development Expeditor  
**Division:** Planning  
**Status:** Full Time Exempt  
**Normal Workweek:** Mon-Fri

## SUPERVISORY RELATIONSHIPS

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**Reports to:** Community Development Director  
**Directly Supervises:** No supervisory responsibilities

## POSITION PURPOSE

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Under the direction of the Community Development Director and/or City Planner, the position performs technical and skilled GIS and planning work in the Department and in the field, as well as related work as required.

## ESSENTIAL DUTIES

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- Oversee and coordinate the implementation, design, maintenance and deployment of the City's geographic information system (GIS) including, but not limited to analyzing geodatabases, tables and related functions, maintaining the partnership with the County to maintain the City's GIS data on the County-wide GIS map server on the internet, and the training of key City staff persons in usage of various computer software packages.
- Strong in conceptualizing and detailing development plans for residential, commercial and industrial applications, utilizing tools such as Microstation/CAD and design software (e.g., the Adobe Suite, SketchUp etc.) for visualization.
- Maintain records and participate in preparing a variety of planning related plans, studies and reports, including comprehensive plan updates and real estate research.
- Attendance and presentation of reports and materials at monthly City Plan Commission meetings.
- Prepare and supply maps and mailing lists as needed for public hearings, and other projects related to the Department.
- Interpret and analyze survey and other forms of data, perform research and field inventory, drafting and cartographic functions.
- Independent self-starter, with strong organizational skills, good judgment and ability to adapt to new situations.
- Computer and data management skills, including utilization of a computer to prepare various reports and documents using spreadsheet, data base and word processing applications.
- Use GIS technology for mapping, drafting plans, lot and block layout design work, data base integration, updating existing maps and data bases, and other various required projects.

- Establish and maintain effective working relationships with both public and private sectors.
- Graphic layout and design, including preparation of GIS maps and presentation boards for various City and County departments.
- Support of public inquiries related to Department projects, as well as working knowledge of zoning, Official Map, and other municipal functions.
- Prepare, update and maintain maps for zoning, Official Map changes, annexations, and general land use issues.
- Utilize County and City computers, Register of Deeds and other data bases to research annexation projects, property ownership studies, and other projects impacting the City.
- Preparation of reference maps, property data, community profile information, and other demographics to support various City Hall departments and projects.
- Coordinate with the City Planner in the maintenance and review of all CSM and subdivision files.
- Troubleshoot Department computer network and computer problems as related to GIS applications. May also assist with GIS-related computer problems in other departments.
- Provide input to yearly Department budgets for research and technology investments, including, but not limited to ordering and installing new computer software and hardware, and maintaining of Department hardware inventory list.
- Representative on various committees including GIS Users Group, Manitowoc County Land Records Committee, and Wisconsin Land Records Association.
- Update US Census maps and data.

#### **OTHER DUTIES**

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- Assist with proofing legal descriptions for annexations, deeds, street dedications, and corporate limits.
- Other miscellaneous duties as assigned.

#### **MINIMUM POSITION QUALIFICATIONS**

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| <b>Education:</b>  | Degree from accredited four (4) year college with major course work in planning, geography, or a related field, but with an emphasis on GIS. Training in the use of Microstation or CAD and graphic design software (e.g. the Adobe Suite, SketchUp, etc.) is desirable.   |
| <b>Experience:</b> | Minimum of one (1) to two (2) years of previous experience in the planning profession preferred. Master's Degree is preferred. Five (5) to seven (7) years of working experience with ESRI's ArcGIS products (along with the various extensions available from ESRI) and with Microstation or CAD and graphic design software (e.g. the Adobe Suite, SketchUp, etc.). Must be able to resolve GIS problems with limited assistance from existing staff. In evaluating candidates for this position, the City may consider a combination of education, training and experience which provides the necessary knowledge, skills and abilities to perform the duties of this position. Experience in areas including, but not limited to subdivisions, certified survey map (CSMs), zoning ordinances, annexations, principles of civil engineering, and ability to read site and development plans, specifications and rough sketches is a prerequisite. Must be team oriented, experienced and innovative individual with strong verbal and written communication skills; design |

and graphic skills; technical and analytical skills; planning background in land use review and permitting, housing and social planning, community economic development and design; and strong customer service focus.

**Certifications/Licenses:** None.

**Other Requirements:** Must possess ability to type a minimum 40wpm with accuracy. Must possess a valid Wisconsin driver's license. Work must be accurate and error free. Membership in Wisconsin Land Information Association (WLIA) preferred.

#### **KNOWLEDGE, SKILLS, & ABILITIES**

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This position must possess the strong ability to apply computer technology to planning projects; the ability to utilize either Microstation or AutoCad (preferably Microstation) along with Oracle, dBase, Access, networking and other computer functions; experience with ESRI's ArcPad and Mobile, along with Trimble's Patherfinder Correction Software programs in addition to the ability to operate Trimble's GeoXT Handheld GPS is a plus. This position must have the ability to create, maintain and upgrade all computer files; understanding of strategic planning process, general land use principles, dynamics of urban economics, landscape design, environmental issues and solutions are desirable.

This position must have the knowledge of cartography, drafting, survey methods and procedures; the ability to read and interpret legal documents such as deeds and CSMs; and a strong working knowledge of computer operations – Microsoft Office applications, word processing, spread sheet analysis, data base management, and computer mapping applications; the ability to work with other employees, the public and outside agencies in a cooperative and productive framework; and experience with diagnosing and repairing problems with computer hardware.

This position must possess the ability to read and interpret technical manuals; effectively present information and write routine correspondence; train others in the use of technology; and ability to analyze and categorize data and information using established criteria in order to define consequences and to consider and select alternatives; add, subtract, multiply, divide, calculate percentages, fractions and decimals; ability to interpret basic descriptive statistical data and reports; and ability to deal with formulas, scientific equations, graphs, etc. involving several variables in complex situations; and the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to collect data, establish facts and draw valid conclusions; ability to interpret an extensive variety of technical instructions and data in mathematical or diagram form; and deal with several concrete and abstract variables.

This position must possess advanced knowledge in the area of GIS, graphic design software, and other computer applications; the ability to combine and apply planning, drafting, computer technologies and knowledge of general land use planning principles to residential, commercial and industrial development projects including, but not limited to annexation, lot and block layout, land division and utilization, parking requirements, Official Map and zoning; and the ability to perform all job functions in accordance with prescribed procedures and practices, though difficult assignments and those requiring considerable application of planning are performed under the supervision of the Community Development Director and/or City Planner.

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**BACKGROUND CHECKS- Condition of Employment**

**PHYSICAL DEMANDS**

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The physical demands described herein 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.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to sit, stand, walk, use both hands to handle, touch, grasp; and coordinate hands, eyes, feet and limbs in performing movements such as data entry and operation of computer keyboard, telephone and calculator. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus.

**Physical Effort:** The employee often may be required to climb or balance, stoop, kneel or crouch. 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 is occasionally required to lift and/or move up to 25 to 50 pounds.

**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.

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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.