



**CITY OF MANITOWOC**  
WISCONSIN, USA  
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**Date:** August 24, 2020  
**To:** Personnel Committee  
**From:** Adam Tegen, Community Development  
**Re:** Associate Planner/GIS Coordinator Job Description Revision

After taking some time to evaluate the priorities and current staffing levels of the Community Development Department, I feel it is important to modify the current job description of the Associate Planner/GIS Coordinator. When this position was originally envisioned, the City GIS system was still under development and the true capabilities were unknown. As the technology continues to advance, the impact on all departments within the City are becoming clearer. As a result, I feel there is a need to have at least one full time position dedicated to the creation, maintenance and manipulation of our GIS data and system. I have already been allocating the current employee's resources towards GIS versus planning in an attempt to keep up with the increased demand. In order to reflect this change, a modification of the job description and duties seemed the appropriate route forward.

The recommended changes in the job description were drafted after researching other communities within the State and consulting with the Human Resources Department. The modification is not anticipated to result in a reclassification of the salary for the position. In general terms, the changes remove references and emphasis towards planning and redirect them towards GIS related duties and expectations (see attached recommended job description).

I am happy to try and answer any questions or concerns you may have. I can be reached at [ategen@manitowoc.org](mailto:ategen@manitowoc.org) or 920-686-6931.