

Job Description

Human Resource Use Only

Position Number: TBD

Step/Grade: J

Effective Date: 7/22/2025

POSITION IDENTIFICATION

Position Title: Associate Planner
Division: Planning
Status: Full Time Non-Exempt
Normal Workweek: Mon-Fri (40 hours)

SUPERVISORY RELATIONSHIPS

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

POSITION PURPOSE

Under the direction of the Community Development Director, The Associate Planner serves as a key member of the Community Development Department, supporting the City Planner in the administration of comprehensive planning efforts, zoning oversight, and implementation of strategic development initiatives. The position plays a central role in facilitating communication with the business community, administering downtown revitalization programs, and coordinating housing-related programs and policy implementation. The Associate Planner ensures that development aligns with the City's long-range goals and contributes to a vibrant and economically sustainable community with the support of the other City departments.

ESSENTIAL DUTIES

- Assist in the review and processing of planning and zoning applications including site plans, special use permits, and rezonings.
- Respond to public inquiries related to Department projects and programs, zoning requirements, and other municipal functions.
- Communicate with property owners, developers, businesses, and community stakeholders to provide technical planning assistance and promote development opportunities.
- Prepare staff reports, public notices, presentations, and supporting documentation for meetings of the Planning Commission, City Council, and advisory boards.
- Monitor and assist in updates to the City's Comprehensive Plan, zoning ordinance, and housing strategies.
- Conduct site inspections to ensure compliance with approved plans, zoning regulations, and applicable city codes.
- Represent the department and present at public meetings, forums, and community events as required.
- Coordinate, manage, and promote the City's adopted downtown plans, downtown programs, small business incentives, and economic revitalization initiatives.
- Assist with downtown and historic district design review process and Façade Grant program. Evaluate proposals, formulate recommendations, and monitor compliance.

OTHER DUTIES

- Assist with applications for and administration of various state, federal, and private foundation grants related to Community Development initiatives.

- Conduct research and prepare special planning studies, maps, and visual materials.
- Coordinate with other City departments and outside agencies on planning and development matters.
- Perform other duties as assigned.

MINIMUM POSITION QUALIFICATIONS

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| Education: | Bachelor's degree in Urban Planning, Public Administration, Geography, or a related field. Master's degree is desirable. |
| Experience: | At least 3 years of progressively responsible experience in municipal planning, with exposure to economic development, downtown program management, and/or housing programs. |
| Certifications/Licenses: | None. |
| Other Requirements: | Experience with and working knowledge of GIS. Must possess a valid Wisconsin driver's license. |

KNOWLEDGE, SKILLS, & ABILITIES

This position requires a working knowledge of the principles and practices of municipal and regional planning. This position requires a working knowledge of the full range of urban planning and municipal issues with a strong working knowledge in the areas of business and economic development, urban design, historic preservation, and housing. This position requires knowledge of the laws and procedures of comprehensive planning, redevelopment planning, blight elimination/ redevelopment, and real estate as practiced in the State of Wisconsin.

In addition, this position requires the ability to:

- Exercise strong oral and written communication skills to communicate clearly and concisely
- Skilled in conflict resolution, customer service, and project coordination
- Function as an independent self-starter, practice strong organizational skills, exercise good judgment, adapt to new situations, meet multiple deadlines, and work effectively in a team environment
- Add, subtract, multiply, divide, calculate percentages, fractions and decimals and apply concepts such as percentages, ratios, area, volume, circumference, and proportions
- Interpret basic descriptive statistical data and reports
- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form and to interpret an extensive variety of technical instructions and data
- Collect data, establish facts, and draw valid conclusions
- Analyze problems, identify alternative solutions, outcomes and actions
- Establish and maintain effective working relationships with internal and external customers, allied agencies, and other units of government.

BACKGROUND CHECKS

Condition of Employment

PHYSICAL DEMANDS

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. Employee must be willing to attend night committee and or council meetings on as needed basis.

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.