

## **CITY PLANNER/ZONING COORDINATOR**

### **NATURE OF WORK**

Responsible for professional work in the area of city planning, zoning and development. Work involves researching and assessing community needs and resources, compiling and analyzing data, and preparing recommendations, project components and policy development. The individual may draft administrative guidelines and policies for review by department heads, prepare materials for grant requests, and is responsible for monitoring and evaluating departmental projects. Work will be performed under the supervision of the Community Development Director.

### **RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS**

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Act as staff liaison to the Planning Commission and the Zoning Board.
2. Assists with the updates to the Master Plan.
3. Prepares agendas, maps, reports and other information for the planning and zoning processes.
4. Reviews and processes site plans, special use permits, zoning changes, variances, and land division applications. Check for compliance.
5. Handle inquiries by phone and in person.
6. Prepare and process amendments to the Zoning Ordinance.
7. Monitor the status of approved site plans.
8. Review all residential construction site plans for compliance.
9. Monitor violations of the Zoning Ordinance.
10. Prepare recreational grant applications.
11. Update the open space and recreational plan.
12. Interact with the DNR on dune and high risk erosion matters.
13. Provide addresses for new properties and parcel divisions.
14. Update maps.

**CITY PLANNER/ZONING COORDINATOR (Cont'd)**

- 15. Prepare and maintain various records and reports.
- 16. Perform related duties as required.

**ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KNOWLEDGES,  
SKILLS AND ABILITIES FOR EMPLOYMENT**

All of the following functions, qualifications, knowledges, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

**Knowledge** of principles and practices of current urban planning.

**Knowledge** of federal and state aid programs.

**Ability** to deal effectively with citizens.

**Ability** to see and hear well to complete duties 1-15.

**Physically** mobile to complete duties 7-9.

**Ability** to deal effectively with stress.

**Ability** to work effectively with numbers to complete duties 3 and 4.

**Graduation** from a college or university of recognized standing, with specialization in planning or related area.

**One year** of experience in a planning position, preferably with a municipality or government agency.

**A valid** driver's license.

**Approval:**

Mark C. Mung 8/28/95  
Personnel Director Date

AJJ 11/14/95  
City Administrator Date

Nancy Crandall 11/15/95  
Mayor Date