



JOB DESCRIPTION

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| Department | Community Development |
| Location | Village Hall, 9915 39th Avenue, Pleasant Prairie WI 53158 |
| Job Title | Planner II |
| Classification | Salary/Exempt |
| Pay Range | \$61,456.51 – \$73,747.81 Annually F104 |

Job Summary

The Community Development Department is seeking a full-time Planner II to perform a variety of professional level, technical, administrative planning and zoning services for the Village of Pleasant Prairie. Under the direction of the Community Development Director this position provides development and review services for applications, provides inspections, facilitates and collaborates with Village residents, realtors and commercial property owners, and assists with the implementation of day to day and long-range plans planning work of moderate difficulty. This position is scheduled Monday – Friday, however, evening availability for regularly scheduled Community Development planning meetings is required.

Job Duties

- Responsible for the accurate interpretation and application of applicable federal, state, county and local codes, ordinances and regulations.
- Conducts current planning activities such as site plan review, development review and analysis, field evaluations and assessments, progress and final inspections, and provides technical assistance to property owners, developers, and the general public.
- Provides accurate information and collaborates with various Village departments, elected officials, developers, property owners, contractors, and the general public on various land use, planning, and zoning projects or details.
- Responsible for conducting reviews of various development applications including, but not limited to, plats, CSMs, permits, site plans, variance requests and re-zonings.
- Assists with updates and maintenance of Comprehensive Plan and land development regulations.
- Identifies and assists with creative strategies to promote economic and community development or efficient land use consistent with community goals.
- Utilizes SmartGov software to track and update code enforcement, developments, permits, zoning and public projects.
- Conducts extensive research in special project areas and prepares formal technical reports, working papers, and correspondence.
- Provides recommendations of priorities, schedules, and funding sources to implement public improvement plans.
- Identifies and initiates the appropriate actions necessary for violations of municipal code regulations.
- Assists in the development of a variety of short-term and long-term plans.
- Provides assistance in evaluating adequacy of community facilities in meeting current and projected needs.
- Writes, or assists in writing, a variety of Plan Commission and Village Board staff memorandums, ordinances and regulations relating to development projects.
- Adheres to all Village and Department rules, regulations, policies, standard operating procedures and guidelines.
- Attends and participates in a variety of planning meetings such as, but not limited to, Neighborhood Plan, Village Green, Plan Commission, and Zoning Board of Appeals meetings.
- Performs other duties and special assignments as directed within the scope of the Community Development Department.

Physical Requirements

- Frequent public interaction and requires the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequent operation of a computer, phone, copier, and other office equipment.
- Frequent movement about the Village of Pleasant Prairie boundary, development sites, and office spaces.
- Work is primarily performed in an indoor office environment, but exposure to adverse outdoor conditions may occasionally occur during required building and site inspections.

Requirements - educational, certifications and experience

- Bachelor's degree in Public Administration, Urban Planning, Landscape Architecture, Engineering, Political Science or closely related field with four (4) years of professional planning and/or zoning experience; or,
- Master's degree in Public Administration, Urban Planning, Landscape Architecture, Engineering, Political Science or closely related field with a minimum of two (2) years of professional planning experience.
- American Institute of Certified Planner (AICP) certification is preferred.

- Knowledge of applicable federal, state, county and local codes, ordinances and regulations.
- Specialized knowledge or experience in either land use planning/zoning, GIS planning, transportation or environmental planning, urban design, housing, historic preservation, or economic development is preferred.
- Proficiency with Microsoft Office applications.
- Familiarity with SmartGov permitting/applications software is preferred.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, developers, property owners, and the general public.
- Strong written communication skills for developing technical reports, staff memorandums, correspondence, policies, procedures and organizational communications.
- Experience multi-tasking in a fast-paced environment and the ability to work independently is required.
- A valid driver's license.
- A combination or training and experince that provides the required knowledge, skills and abilities, will be considered.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

Rev. 02/2023