



JOB DESCRIPTION

Department	Community Development
Location	Village Hall, 9915 39th Avenue, Pleasant Prairie WI 53158
Job Title	Planning & Zoning Technician
Classification	Salary/Exempt
Pay Range	\$44,327.68 - \$55,409.61 Annually FT94

Job Summary

The Community Development Department is seeking a full-time Planning & Zoning Technician to perform a variety of entry level administrative planning and zoning services for the Village of Pleasant Prairie. Under the direction of the Community Development Director this position conducts routine administrative tasks and technical assistance for the department, works closely with the public on a regular basis, reviews building plans and permit applications, and provides excellent customer service on planning & zoning issues. This position is scheduled Monday – Friday, however, evening availability for regularly scheduled bi-monthly Plan Commission meetings or other occasional meetings is required.

Job Duties

- Provides technical assistance and information to staff and the public in the administration of specific planning-related programs and ordinances.
- Reviews building plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios.
- Performs routine office tasks in designated program areas, including data entry for permits, file management, copying, answering telephone and responding to e-mails.
- Develops and maintains electronic and hard copy files and records.
- Researches and compiles information on a variety of planning issues from multiple sources.
- Prepares mailings for public notices and conducts property owner verifications.
- Assists in the preparation of maps, charts, and tables utilizing SmartGov software.
- Assists with reviewing plans and applies provisions of the ordinances and codes to determine compliance with such regulations and applies regulations to field conditions.
- Supports in the investigation of violations of planning regulations and ordinances and conducts site visits and inspections, as needed.
- Attends public meetings, assisting other Department staff as appropriate.
- Coordinates Community Development Department meeting scheduling and manages the Director's calendar.
- Proof-reads newsletters, memorandums, letters and other documents.
- Makes copies, compiles documents for meetings, and documents / inputs billable time tracking.
- Organizes and processes documents for recording at Register of Deeds Office.
- Assists Director with budget amendment documents, and purchase requisition processing.
- Works with Granicus software system to serve as the Recording Secretary for the Plan Commission and Zoning Board of Appeals and types minute overviews of the meetings.
- Processes Business License renewals.
- 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

- Associate's or Bachelor's degree in Public Administration, Urban Planning, Landscape Architecture, Engineering, Political Science or closely related field is preferred.
- 2+ years of experience in customer service or professional administrative role is preferred.

- Familiarity or knowledge of applicable federal, state, county and local codes, ordinances and regulations is preferred.
- Proficiency with Microsoft Office applications.
- 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 and organizational skills for staff scheduling, memorandums, email correspondence, policies, procedures and organizational communications.
- Experience multi-tasking in a fast-paced environment and the ability to adapt is required.
- A valid driver's license.
- A combination of training and experience 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.

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