City of Menasha • Department of Community Development

Memorandum

TO: Personnel Committee
From: Greg Keil, CDD
Date: March 31, 2010
RE: Change in Position Description & Compensation – Associate Planner

As part of the 2010 budget I was authorized to hire a second Associate Planner at .6 FTE to complement the .6 FTE Associate Planner position currently held by Amy Kester. This addition was intended to bring the department back to the staffing level that was in place prior to the departure of Jessica Beckendorf and Jill Harp, and add staffing capacity by .2 FTE to address the additional demands placed on the department by storm water management requirements and other initiatives.

I am now advancing an alternative to this arrangement that I have arrived at in consultation with Mayor Merkes and Amy Kester. In lieu of hiring a second Associate Planner at .6 FTE, my proposal is to engage Amy (the current Associate Planner), as a full time employee, with increased responsibilities and a commensurate increase in salary. These responsibilities are enumerated in the attached Principal Planner position description and salary schedule, and may be compared with the Associate Planner position which is also attached.

If authorized, I would establish Amy's salary at the first step of the Principal Planner position. I believe the increase in salary from that of her existing position is warranted based not only on the additional responsibilities, but also on Amy's increased knowledge and proficiency that she acquired since her service to the city as Associate Planner in the 1995 – 2001 period. Between that time and her rehire in February of 2009, Amy has earned a Master's Degree in Public Administration and has served in various private consulting and grant writing capacities. These skills have added significantly to the department's capacity and have already borne fruit in accessing grant funds for city projects.

Overall, this proposal will create a savings of approximately $2,000.00 in salary and $10,000.00 in benefit costs over hiring a second .6 FTE Associate Planner position. I urge the Personnel Committee to give this proposal favorable consideration.

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CITY OF MENASHA
Position Description

Position Title:	Associate Planner
Department:	Community Development
Status:	Exempt
Salary Range:	$43,700 - $53,400
Position Reports To:	Director of Community Development
Date of Description:	April 2010

SUMMARY

This position is responsible for administering the professional project, program, and technical activities of the Community Development Department. The work is performed under the direction of the Community Development Director.

ESSENTIAL FUNCTIONS to include the following:

- Facilitate the activities and functions of various city boards, commissions, and other organizations for assigned programs and duties; construct agendas, prepare recommendations, present agenda items, conduct public hearings, and record minutes.
- Review and administer land use proposals, including site plans, subdivision plats, annexations, special use permits, zoning changes, certified survey maps, variance requests, and other special projects.
- Administer, write, update, interpret, provide information, and enforce provisions of the zoning, subdivision, shoreland/wetland/floodplain, and stormwater ordinances. Respond to inquiries regarding development standards and ordinances.
- Implement the reporting, information, education, and public participation components of the city's MS4 Stormwater Permit and provide support for various stormwater permit functions as required.
- Support the management and development of the city's GIS and database; perform GIS analysis, queries, searches, and data manipulation; produce maps, graphs, displays, and reports utilizing geospatial data.
- Prepare updates to the city's comprehensive plan and conduct neighborhood and community planning initiatives.
- Identify potential funding sources and prepare grant applications for community development programs and activities.
- Conduct meetings for internal committees, task forces, and work groups.
- Provide information to the public, city officials, and news media regarding assigned programs and duties.
- Prepare resolutions, public notices, various statistical and narrative assessments and reports, program reports, correspondence, maintain records, conduct surveys, and accumulate pertinent data to accomplish community development functions.
- Coordinate programs and maintain liaisons with other agencies, municipalities, and state and federal officials.
- Monitor changes in regulations and program requirements, and modify operating practices as necessary.

- Develop program forms, brochures, and other printed materials.
- Organize and carry out special projects as assigned.
- Report for work as scheduled.

POSITION REQUIREMENTS/QUALIFICATIONS

- Knowledge of the principles, techniques, and practices of community development, with expertise in two or three fields such as community planning, urban design, zoning administration, grant writing/administration, geographic information systems, economic development, sustainability, historic preservation, or housing.
- Knowledge of and experience in research methods and statistical analysis.
- Ability to analyze date and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record, and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to exercise judgment, decisiveness, and creativity required in situations involving evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.
- Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures, and standards in specific situations.
- Ability to utilize a variety of advisory and design data and information, such as site plans, development proposals, engineering drawings, annexation petitions, rezoning requests, variance applications, special use permits, budgets, planning documents, planning studies, maps, municipal codes, ordinances, state administrative codes, census data, and non-routine correspondence.
- Ability to organize and carry out projects.
- Ability to develop and maintain records and reports.
- Ability to establish and maintain working relationships with the public, city officials, employees, local government, businesses, and other organizations.
- Ability to effectively communicate verbally and in writing with city officials, city staff, state and federal officials, contractors, developers, property owners, business representatives, engineers, attorneys, surveyors, and the general public.
- Strong computer skills, including proficiency with word processing, spread sheet, data base, internet, and GIS applications.

CERTIFICATES, LICENSES, REGISTRATIONS

- Bachelor's Degree in urban and regional planning, public administration, community development, or related field and at least three years experience directly relevant to this position, or an equivalent combination of experience and training.
- Valid Wisconsin driver's license.

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 accommodates may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, and use both hands to handle, touch, grasp, reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.

FUNCTION OF POSITION DESCRIPTION

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 Menasha 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 Menasha is an equal opportunity employer, in compliance with the American 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.

CITY OF MENASHA
Position Description

Position Title:	Principal Planner
Department:	Community Development
Status:	Exempt
Salary Range:	$53,400 - $65,200
Position Reports To:	Director of Community Development
Date of Description:	April 2010

SUMMARY

This position is responsible for planning, organizing, and managing the professional project, program, and technical activities of the Community Development Department. The work is performed under the direction of the Community Development Director.

ESSENTIAL FUNCTIONS to include the following:

- Manage the activities and functions of various city boards, commissions, and other organizations for assigned programs and duties; construct agendas, prepare recommendations, present agenda items, conduct public hearings, and record minutes.
- Manage land use proposals, including site plans, subdivision plats, annexations, special use permits, zoning changes, certified survey maps, variance requests, and other special projects.
- Administer, write, update, interpret, provide information, and enforce provisions of the zoning, subdivision, shoreland/wetland/floodplain, and stormwater ordinances. Respond to inquiries regarding development standards and ordinances.
- Manage the reporting, information, education, and public participation components of the city's MS4 Stormwater Permit and provide support for various stormwater permit functions as required.
- Manage and develop the city's GIS and database; perform GIS analysis, queries, searches, and data manipulation; produce maps, graphs, displays, and reports utilizing geospatial data.
- Prepare updates to the city's comprehensive plan and lead neighborhood and community planning initiatives.
- Identify potential funding sources and prepare grant applications for community development programs and activities.
- Conduct meetings for internal committees, task forces, and work groups.
- Provide information to the public, city officials, and news media regarding assigned programs and duties.
- Prepare resolutions, public notices, various statistical and narrative assessments and reports, program management reports, correspondence, maintain records, conduct surveys, and accumulate pertinent data to accomplish community development functions.
- Coordinate programs and maintain liaisons with other agencies, municipalities, and state and federal officials.

- Monitor changes in regulations and program requirements, and modify operating practices as necessary.
- Develop program forms and other printed materials.
- Organize and carry out special projects as assigned.
- Report for work as scheduled.

POSITION REQUIREMENTS/QUALIFICATIONS

- Knowledge of the principles, techniques, and practices of community development, with expertise in two or three fields such as community planning, urban design, zoning administration, grant writing/administration, geographic information systems, economic development, sustainability, historic preservation, or housing.
- Knowledge of and experience in research methods and statistical analysis.
- Ability to analyze date and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record, and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to exercise judgment, decisiveness, and creativity required in situations involving evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.
- Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures, and standards in specific situations.
- Ability to utilize a variety of advisory and design data and information, such as site plans, development proposals, engineering drawings, annexation petitions, rezoning requests, variance applications, special use permits, budgets, planning documents, planning studies, maps, municipal codes, ordinances, state administrative codes, census data, and non-routine correspondence.
- Ability to organize and carry out projects.
- Ability to develop and maintain records and reports.
- Ability to establish and maintain working relationships with the public, city officials, employees, local government, businesses, and other organizations.
- Ability to effectively communicate verbally and in writing with city officials, city staff, state and federal officials, contractors, developers, property owners, business representatives, engineers, attorneys, surveyors, and the general public.
- Strong computer skills, including proficiency with word processing, spread sheet, data base, internet, and GIS applications.

CERTIFICATES, LICENSES, REGISTRATIONS

- Bachelor's Degree in urban and regional planning, public administration, community development, or related field and at least five years experience directly relevant to this position, or an equivalent combination of experience and training.
- Valid Wisconsin driver's license.

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

accommodates may be made to enable individuals with disabilities to perform the essential functions.

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