

City of Stoughton
Position Description

CHANGES UNDERLINED

Name: Michael P Stacey

Department: Planning & Development

Position Title: Zoning Administrator/
Assistant Planner

Pay Grade: 11

FLSA:

Date: December, 2008

Reports To: Director of Planning & Development

Purpose of Position

The purpose of this position is to perform City zoning inspections and to administer and enforce zoning ordinances as required. This position will also play an integral role in computer automation of inspection reports, applications, and records. **The Assistant performs Director of Planning & Development tasks in his/her absence including departmental staff supervision.**

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administer the zoning code, issue land use permits, answer zoning questions, review site plans for compliance with codes, process rezoning requests. **Conducts zoning inspections and complaints and processes violations with written and verbal correspondence up to and including attendance at Municipal Court as needed to support violation documentation.**
- Attend Zoning Board of Appeals, coordinate meetings, prepare publications and transact Board business as required.
- **Attends Planning Commission Meetings as Secretary to Commission; coordinate meetings, prepare publications and transact Commission business as required.**
- Maintain zoning map and makes recommendations on zoning code changes.
- **Administers Floodplain management activities.**
- **Coordinates and administers sidewalk replacement and infill projects, Work with associated contractors to insure compliance with City Standards.**
- Provide parcel information such as lot dimension, zoning, setbacks, etc,
- Issue permits for fences, signs, sidewalks, driveways, etc.
- Computerize land records including permit information, zoning, etc. Assists Director in computer automation and assistance to others on software issues.
- Assist Building Inspector with record keeping of permits and noncompliance paperwork
- **Assist the Director in Comprehensive Plan amendments, Census updates and planning functions such as report preparation, data collection and site plan review.**
- Attend meetings as necessary
- Assist Street Department with snow removal during large snow events
- **Prepare and submit annual transportation aids report to WDOT.**

Minimum Training and Experience Required to Perform Essential Job Functions

High School graduate with two years post high school training in land use regulation, or three to five years zoning code enforcement or exposure, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Proficient use of computer equipment and software must be demonstrated through education or experience.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, calculator, telephone, etc.
- Ability to operate a motor vehicle
- Ability to operate a personal computer and various software applications.
- **Ability to operate a bobcat and/or snow removal equipment as required.**

Supervisory Skills

- **Ability to assign, supervise, and review the work of others.**

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and percents, and make use of the principles of basic algebra and geometry.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents including building site plans, permit applications, inspection reports, zoning and other City Codes and ordinances, zoning maps, etc.
- Ability to prepare a variety of documents including various permits, reports, letters and other correspondence, meeting minutes and agendas, policies, etc. using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- Ability to record and deliver information, explain procedures and follow instructions.
- Ability to use and interpret zoning terminology.
- Ability to communicate effectively with builders, City Council members, Planning Commission members, Zoning Board of Appeals members, City personnel and the general public verbally and in writing.

Environmental Adaptability

- Ability to perform on-site inspections and work effectively outdoors under varying conditions.

The City of Stoughton 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.

Employees Signature

Supervisor's Signature

Date

Date

2010 WAGE COMPARISONS BY CITY

	PLANNING & DEV. DIRECTOR.	ZONING ADMIN. /CITY PLANNER	ASST. - ZONING ADMIN. /CITY PLANNER	PROJECT/ASST. ENG. OR ENG. TECH	CITY ADMINISTRATOR	PUBLIC WORKS DIR./CITY ENGINEER	MAYOR	GIS AND/OR IT STAFF
FITCHBURG:	\$105,714.00	\$105,714.00	\$55,099.00	\$81,513.00	YES	YES	YES	YES - 5 EMP.
MIDDLETON:		\$77,810.00	\$58,139.00	\$54,413.00	YES	YES	YES	YES
MONONA:		\$58,740.00		\$52,875.00	YES	YES	YES	YES - 1 EMP.
SUN PRAIRIE:	87,557.00	\$71,539.00	\$63,587.00	\$60,096.00	YES	YES	YES	YES - 4 EMP.
STOUGHTON:	75,150.00		\$48,505.00		NO	NO	YES	NO

*COMPARISON USES 2080 HOURS PER YEAR.

NLRB Expands Definition of Supervisor in Landmark Ruling

By Michael T. Mortensen

In a recent landmark decision, the NLRB established new guidelines for determining who is considered a "supervisor" under the National Labor Relations Act and, thus, is ineligible for union representation. In its controversial 3-2 ruling in *Oakwood Healthcare, Inc.*, the Board used guidance from federal courts and ordinary dictionary definitions to reestablish its interpretation of the definition of "supervisor" under the Act.¹ Organized labor is outraged by the decision, arguing that close to eight million people nationwide could lose their right to join a union because of the decision. While most employers deny that the impact of the ruling is quite that far-reaching, it is unanimously viewed as a management victory nonetheless.

The Act defines "supervisor" as:

*[A]ny individual having the authority in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.*²

Pursuant to this definition, individuals are statutory supervisors if they hold the authority to engage in any one of the foregoing twelve supervisory functions (*i.e.*, "assign" and "responsibly to direct"), provided such function requires the use of independent judgment that is not of a merely routine or clerical nature.³ In the *Oakwood* decision, the Board departed from precedent and expanded the terms "assign," "responsibly to direct," and "independent judgment" in ways that will likely include a large group of individuals nationwide that were previously thought to be employees entitled to union representation.

"ASSIGN"

The Board construed the term "assign" to include the act of designating an employee to a place (such as a location, department, or wing), appointing an employee to a time (such as shift or overtime period), or giving significant overall duties (*i.e.*, tasks), to an employee. Under the Board's new definition, giving significant overall duties includes the assignment of daily tasks to employees. This is a significant departure from prior precedent and will likely have the effect of excluding a large number of individuals from the right to union representation. It is important to note, however, that the new definition of the term "assign" does not include choosing the order in which employees would perform discrete tasks.

"RESPONSIBLY TO DIRECT"

According to the Board, a person is a "supervisor" if he or she dictates which job subordinate employees will perform next and which employee will do it, provided however, that the direction is both "responsible" and carried out with independent judgment. In order for direction to be "responsible," the person "directing and performing the oversight must be accountable for the performance of the task by the other, such that some adverse consequence may befall the one

providing the oversight if the tasks performed by the employee are not performed properly."⁴ To establish accountability, it must be shown that the employer delegated to the putative supervisor the authority to direct the work and the authority to take corrective action, if necessary. This accountability standard was previously rejected by the Board, and the dissent fears that the new definition of "responsibly to direct" will result in supervisory authority being extended to "every 'person on the shop floor.'"

"INDEPENDENT JUDGMENT"

Under the Board's prior precedent, even if a supervisory function was exercised with a substantial degree of discretion, the Board would not recognize such discretion as independent judgment if it involved "ordinary professional or technical judgment in directing less-skilled employees to deliver services." In *NLRB v. Kentucky River Community Care*,⁵ the United States Supreme Court criticized this interpretation, ruling that the Board had improperly inserted "a categorical exclusion into statutory text that does not suggest its existence."⁶ Consequently, the Board in *Oakwood* removed this exclusion from its definition of "independent judgment" and specifically held that professional or technical judgments involving the use of independent judgment are supervisory if they involve one of the twelve supervisory functions listed in the Act. However, the Board also held that judgment is not independent if it is dictated or controlled by detailed instructions, whether set forth in company policies or rules, the verbal instructions of a higher authority, or in the provisions of a collective bargaining agreement.⁷

IMPACT

Although it is still too early to tell, the Board's decision in *Oakwood* could have far-reaching implications for employers everywhere. For unionized workforces, employers may use the decision to challenge the inclusion of newly-recognized supervisors in the current bargaining unit. For non-unionized workforces, employers may use the Board's interpretation to ensure certain employees will be deemed supervisors and successfully challenge the inclusion of certain lead employees and forepersons in proposed bargaining units.

¹ 348 NLRB No. 37 (2006). That same day, the Board issued two related opinions, which applied the Board's new interpretation of the definition of "supervisor." See, *Beverly Enterps.-Minn. Inc., d/b/a Golden Crest Healthcare Ctr.*, 348 NLRB No 39 (2006); *Croft Metals Inc.*, 348 NLRB No. 38 (2006).

² 29 U.S.C. § 152(11) (emphasis added).

³ *Oakwood Healthcare, Inc.*, supra.

⁴ *Oakwood Healthcare, Inc.*, supra.

⁵ 532 U.S. 706, 121 S. Ct. 1861 (2001).

⁶ *Id.* at 714.

⁷ It should be noted, however, that the mere existence of company policies does not eliminate independent judgment from decision-making if the policies allow for discretionary choices.

Below is the Salary information.

Three of the positions are represented by our AFSCME union. The complete contract, including wage scale, can be found on our website using the following link.

http://www.city.fitchburg.wi.us/human_resources/documents/AFSCME20092011.pdf

Attached you will find the current salary grid for the two non-represented positions. The hiring rate is Steps A-C, guaranteed increases to step D. Increases beyond D are based on merit and Mayoral approval.

The top of each job description will tell you where you can find the salary information.

Let me know if you have any questions.

Lisa

Lisa A. Sigurslid, PHR
Human Resources Manager
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711
Ph. 608-270-4211
Fax. 608-270-4391
e-mail: lisa.sigurslid@city.fitchburg.wi.us

>>> "Michael Stacey" <mpstacey@charter.net> 2/27/2010 8:27 AM >>>
Hello Ms. Anderson,

Is it possible for you to email me position descriptions and wage scales for the following positions?

Project Engineer
Zoning Administrator
Community Planner
Resource Project Planner
Commercial Electrical Inspector

Thank you for your time.

Michael Stacey
816 Harvest Lane
Stoughton, WI. 53589

**December 1, 2010 to December 31, 2010
(Hourly Wage Rates)
Schedule B**

	Hire Rate	After 1 Year of Employment	After 2 Years of Employment	After 3 Years of Employment	After 4 Years of Employment
Grade - Job Title	Step A	Step B	Step C	Step D	Step E
1. Unassigned	\$14.66	\$15.27	\$15.78	\$16.32	\$16.91
2. Custodian, Receptionist, Nutrition Site Manager/Volunteer Coordinator, Community Center/ Recreation Assistant, Cable Office Assistant	\$15.31	\$15.89	\$16.43	\$16.96	\$17.53
3. Police Records Clerk, Administrative Assistant, Cable Specialist	\$15.98	\$16.61	\$17.28	\$17.92	\$18.56
4. Utility Billing Specialist, Code Enforcement Officer	\$17.43	\$18.14	\$18.88	\$19.56	\$20.31
5. Assessing Technician, Senior Center Case Manager, Senior Program Assistant, Community Service Liaison, Account Clerk	\$18.88	\$19.67	\$20.45	\$21.23	\$22.04
6. Property Maintenance Inspector, Engineering Technician	\$20.04	\$20.88	\$21.65	\$22.47	\$23.27
7. Building Maintenance Worker, Engineering Technician II, Resource Planner, Residential Property Appraiser, Community Planner, Assistant Building Inspector	\$21.72	\$22.92	\$24.12	\$25.32	\$26.49
8.					

NOTE: See Side Letter of Agreement B.

**January 1, 2011 to December 31, 2011
(Hourly Wage Rates)
Schedule C**

	Hire Rate	After 1 Year of Employment	After 2 Years of Employment	After 3 Years of Employment	After 4 Years of Employment
Grade - Job Title	Step A	Step B	Step C	Step D	Step E
1. Unassigned	\$15.10	\$15.72	\$16.25	\$16.81	\$17.41
2. Custodian, Receptionist, Nutrition Site Manager/Volunteer Coordinator, Community Center/ Recreation Assistant, Cable Office Assistant	\$15.77	\$16.37	\$16.92	\$17.47	\$18.05
3. Police Records Clerk, Administrative Assistant, Cable Specialist	\$16.46	\$17.11	\$17.80	\$18.46	\$19.14
4. Utility Billing Specialist, Code Enforcement Officer	\$17.95	\$18.69	\$19.45	\$20.15	\$20.92
5. Assessing Technician, Senior Center Case Manager, Senior Program Assistant, Community Service Liaison, Account Clerk	\$19.45	\$20.26	\$21.06	\$21.86	\$22.70
6. Property Maintenance Inspector, Engineering Technician	\$20.64	\$21.51	\$22.30	\$23.15	\$23.97
7. Building Maintenance Worker, Engineering Technician II, Resource Planner, Residential Property Appraiser, Community Planner, Assistant Building Inspector	\$22.37	\$23.61	\$24.85	\$26.08	\$27.29
8.					

NOTE: See Side Letter of Agreement B.

**City of Fitchburg
Non-Represented Compensation
January 1, 2010**

Grade	Job Title	Control Point											
		A	B	C	D	E	F	G	H	I	J	K	L
		88%	92%	98%	100%	103%	109%	109%	112%	116%	118%	121%	123%
6	Administrative Assistant Court Clerk	38,297 18,9408	39,839 17,7109	38,440 18,4809	40,042 19,2810	41,243 19,8295	42,445 20,4090	43,646 20,9525	44,847 21,5911	46,048 22,1396	47,250 22,7161	48,451 23,2937	49,652 23,8797
6	Business Manager - Fire	41,006 19,7141	42,889 20,8102	44,733 21,6093	46,687 22,4924	47,695 23,0745	48,295 23,7966	49,791 24,4186	50,791 25,0907	52,189 25,7927	53,567 26,4348	54,984 27,1089	56,382 27,6550
7	Assistant Senior Center Director Deputy City Clerk Economic Development Specialist Information Technology Specialist Police Administrative Services Manager Utility Accounting Supervisor	48,777 22,4861	49,904 23,8113	51,030 24,6335	52,156 25,5556	53,282 26,3224	54,408 27,0961	55,534 27,8559	56,660 28,6225	57,786 29,3981	58,912 30,1358	60,138 30,8225	61,264 31,4396
8	Assistant Cable Director Community Center/Recreation Director Human Resources Manager Paralel Supervisor Street Supervisor Urban Forester/Naturalist	52,590 25,2645	54,939 26,4129	57,327 27,5612	59,716 28,7096	61,607 29,5709	63,288 30,4922	65,090 31,2985	66,882 32,1548	68,673 33,0161	70,465 33,8773	72,256 34,7386	73,461 35,3128
9	Cable Director City Clerk Commercial Appraiser Environmental Project Engineer Senior Center Director Transportation/General Project Engineer Utility Project Engineer Utility Superintendent	56,318 28,0377	60,869 29,3122	63,620 30,6999	66,371 31,9811	68,259 32,8169	70,247 33,7727	72,235 34,7296	74,224 35,6844	76,212 36,6402	78,200 37,5990	80,189 38,5519	81,613 39,1891
10	Division Chief - Fire Information Technology Manager Information Technology Coordinator-PTD Parks & Recreation Director Patrol Sergeant (1850 hours/year)	64,080 30,8127	67,004 32,2133	69,917 33,6139	72,830 35,0144	75,743 36,0649	77,200 37,1153	79,385 38,1657	81,570 38,2162	83,755 40,2598	85,939 41,3170	88,124 42,3675	89,581 43,0877
11	Assessor Deputy Fire Chief Director of Building and Maintenance Svcs Economic Development Director Finance Director Police Lieutenant	88,880 38,9819	73,025 39,0146	76,211 39,0674	79,285 41,3302	81,768 42,6999	84,149 43,6999	86,531 44,8085	88,912 45,7463	91,284 46,8913	93,675 48,0363	96,057 49,1613	97,845 49,8449
12	City Planning/Zoning Administrator Deputy Police Chief	75,632 38,9819	76,070 39,0146	82,508 39,0674	84,846 41,3302	86,524 42,6999	89,103 43,6999	91,103 44,8085	93,681 45,7463	96,260 46,8913	98,838 48,0363	101,416 49,1613	104,595 49,974
13	Director of Public Works/City Engineer Police Chief/Emergency Management Director	81,402 39,1355	85,102 40,8143	88,802 42,6932	92,402 44,4721	96,202 45,8093	98,682 47,1404	100,927 48,4746	103,902 49,8089	106,377 51,1429	109,312 52,4771	111,827 53,8113	113,777 54,7007

Recommended: _____ Date: 11/30/09

Approved:  Date: 11/30/09

CITY OF FITCHBURG
Position Description

Title: Zoning Administrator/City Planner
Reports To: City Administrator
Union Representation: Non-represented, Grade 12
Written By: LS/JO
Revised Date: 07/18/06

Position Description:

Under the general direction of the City Administrator, plan, organize and manage the planning, land use, community development and historic preservation functions of the city. The position initiates, creates and implements plans, programs and ordinances to facilitate and meet the objectives and mission of the community as established through the Common Council, Plan Commission, and other committees and commissions of the city.

Essential Duties/Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

Essential Functions:

- Initiates, creates and implements policies, programs and regulations that will encourage, guide and support the goals of the city including
- Develop work plans for the department to accomplish the initiatives and mission of the community.
- Manage and administer inter-departmental work effects to the department from other departments utilizing the skills and expertise of the department staff.
- Oversee all aspects of the day to day operation of the Planning and Zoning Department
- Develop, manage and implement tax increment districts, related policies and procedures
- Manages and directs the work of the department and its staff.
- Actively participate and serve as a representative of the common property owner and resident,
- Represents the City at hearings, conferences, and meetings on community planning, and development
- Perform long range planning for the city, its placement within the larger region.
- Works with competing interests to obtain consensus and common ground in the development of goals, objectives and policies for community planning and development.
- Undertakes or oversees neighborhood planning efforts, including revitalization, urban service adjustment requests for action by county and state level organizations.
- Conducts research and develops related policies and legislation for planning, development, transportation, land use and related issues of interest or concern.
- Work with the Mayor, City Administrator, and Economic Development Coordinator to evaluate tax increment finance participation, including project evaluation utilizing TIF incentive guidelines.
- Coordinate land use and planning activities with private and public area-wide land use and planning efforts, including Dane County, Department of Administration, and Department of Commerce.
- Consult and advise the Mayor, City Council, City Administrator, Economic Development Coordinator, Public Works Director, Parks Director, and other staff in the development of housing, school sites, transportation, City business center, land use, and development which impact on neighborhood structure, environmental areas, and the quality of life in the City.
- Serve as staff to Fitchburg Plan Commission, and Board of Appeals, Serve on the Dane County Transportation Technical Coordinating Committee. Provide assistance to other city departments in regard to issues of community development.
- Review, evaluate, and approve building, site, and development plans for compliance with local codes and requirements, including commission approval process.
- Prepare reports for Council, Plan Commission, and other agencies. Recommend activity for action.

Other Functions:

- Administrator and chief enforcement officer of zoning, architectural review, sign, historic preservation, land division, blasting codes and other regulations as required.
- Advise builders, developers, property owners and others on ordinance requirements, city and department policies; provide technical expertise as needed.
- Revise, update and create new ordinances and regulations relative to land use, development and other activities related to the department.
- Coordinate acquisition of city park fees, other required impact fees, and with Park Director and other appropriate staff, evaluate appropriate expenditures of the collected funds.
- Negotiates, coordinates, evaluates and sets forth minimum requirements for development. Conducts land use negotiation involved in of Planned Development District zoning efforts, by representing city, public, and departmental policy interests.
- On behalf of the City, respond to business and development inquiries.
- Seek available grant monies for planning and community development and administer these funds grants. Prepare community development grants for City projects.

Supervisory Requirements:

- Ast. Zoning Administrator/City Planner; Ast. Planner/GIS Specialist, Planning Intern

Education and/or Experience Requirements:

- Bachelors' degree in Urban Planning, Geography, or related field required.
- Six years supervisory experience in Planning and Zoning or closely related field.
- Master's degree may substitute for two years of the required experience.

Licenses, Certifications, etc.

- AICP certification

Knowledge, Skills, and Abilities:

- Strong knowledge of Planning theory, tools and resources along with a good working knowledge of real estate, and finance, and statistical applications.
- Demonstrated ability to interact and cooperate with organizational leaders, elected officials, volunteers, business executives, and the general public.
- Knowledge of federal, state, and county natural resource programs and development programs.
- Ability to collect, organize, research information and to collate from a wide variety of sources to synthesize into a concise and readable reports and documents.
- Demonstrated grant writing expertise.
- Ability to demonstrate strong leadership and team work skills throughout the organization.
- Ability to speak and present information clearly and concisely in meetings, and public forums.
- Ability to operate a computer with software programs such as Word Perfect, ACCESS, and Archview

Physical Demands:

Occasionally exerting up to 50 lbs. Seldom exerting more than 50 lbs. Frequently sitting. Occasionally standing and walking.

Work Environment:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent of the time inside.

Employee Signature

Date

Supervisor's Signature

Date

CITY OF FITCHBURG
Position Description

Position: Community Planner
Reports To: City Planner/Zoning Administrator
Union Representation: AFSCME, Grade 7
Written By: TH/LS
Revised Date: 04/03/08

Position Summary:

Under the general direction of the Zoning Administrator/Planner, this is a professional position which undertakes planning work related to community development and redevelopment, and will serve as project manager for various planning projects. Also assists in administration of municipal codes related to zoning, planning and development, processes zoning requests according to legal requirements, answers inquiries from the public and city officials regarding zoning matters, maintains zoning records and acts as secretary to the Plan Commission and lead staff to the Board of Appeals and Landmarks Preservation Commission. Decisions within areas of responsibility are made independently. Supervision received is general. Overall work plans are discussed with periodic review of progress. There is frequent interaction with the public and other officials. Consults and assists other departments on planning and development matters as needed.

Essential Duties/Responsibilities:

The following duties are normal for the position. They are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

Essential Functions:

- Interprets discusses and explains the requirements, purpose and procedures of the zoning ordinance, land division ordinance, sign ordinance, land use plan, etc., to applicants, the public, and city officials
- Researches issues related to zoning and planning matters
- Reviews site plans, issues zoning permits and permits to start construction.
- Receives applications and fees for various zoning requests
- Develops draft ordinances, ordinance amendments and resolutions and assists in development of and evaluation of draft ordinances and policies
- Evaluates, revises, and develops forms as necessary
- Communicates with and drafts correspondence to the public regarding reported violations of ordinances
- Responds to citizen inquires regarding zoning, land division, signage, ordinances or planning policies
- Participates in meetings with elected officials regarding zoning and planning issues
- Prepares and distributes Plan Commission agendas and minutes.
- Discusses and assesses Plan Commission business, and plan document preparation with Mayor, Zoning Administrator/Planner, Commission members and staff
- At the request of the Zoning Administrator/Planner, reviews submitted projects and makes appropriate comments and recommendations to the Commission.
- Project manager for community development and redevelopment projects, includes working with consultants, special interest and neighborhood groups and others
- Undertakes financial analysis, and preparation of tools to promote infill and redevelopment projects pursuant to adopted plans
- Assists with GIS functions as necessary to advance department and city functions
- Work with consultants, various interest groups and organizations, residents and property owners in the planning process.
- Lead staff to Board of Appeals and Landmarks Preservation Commission

Other Functions:

- Receives and records fees for re-zoning, C.U.P., sign permits, certified survey, plat review and related zoning matters; maintains zoning records

- Prepare public notices and maps for mailing within legal requirements and time limits
- Communicates with and solicits comments from elected officials, department heads, and consultants regarding planning and zoning matters.
- Coordinates special projects
- Meets with applicants, assesses requests, answers questions about procedures and requirements
- Receives and files all appeals, applications, papers, records and fees
- Prepares, publishes, and mails all public notices as required by law, ordinance, rule and request
- Maintains records of Board of Appeal actions
- Responds to requests concerning historical preservation within the city and files appropriate forms
- Schedules and conducts necessary neighborhood and community meetings
- Supervise Intern working on projects assigned to this position
- May serve as the Acting City Planner/Zoning Administrator in his/her absence

Supervisory Requirements:

- Summer Interns

Education and/or Experience Requirements:

- Master's Degree in planning, land management, geography, or related field required.
- One year of municipal experience in planning required. Bachelor's degree in planning or related field with additional work experience may substitute for Master's degree on a year for year basis.

License, Certifications, etc.

- Must possess a valid motor vehicle operator's license
- AICP certification desirable

Knowledge, Skills, and Abilities:

- Knowledge of technical issues and principles related to comprehensive, neighborhood planning and geographic analysis
- Ability to deal with complex information, identify problems, and conduct research and analysis and prepare narrative, statistical reports and information
- Ability to understand and balance competing land use concerns
- Knowledge of principles, tools, and techniques in the planning field, including state legislation
- Knowledge of city ordinances, basics of organization of a municipality, survey systems, architectural concepts, regional and urban design concepts, and water, sanitary, and street layouts.
- Excellent overall computer skills in of a variety of software applications such as: Word, Excel, Access, ArcGIS 9, AutoCAD.
- Excellent oral and written communication skills, ability to effectively facilitate large public meetings
- Knowledge of the workings of municipalities, and an understanding of community planning and development methods.
- Ability to coordinate efforts with other departments, citizens and interested groups
- Knowledge of infill and redevelopment methods

Physical Demands: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time.

Work Environment: Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 95% of the time and outside work 05% of the time.

Employee Signature

Date

Supervisor's Signature

Date

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Rev: 07/06, 04/08

Page 2 of 2

CITY OF FITCHBURG
Position Description

Position: Resource/Project Planner
Reports To: Zoning Administrator/City Planner
Union Representation: TBD
Written By: TH/LS
Revised Date: 04/03/08

Position Summary:

Under the general direction of the Zoning Administrator/City Planner, this professional position serves as project planner for thematic and areal projects, particularly long range planning. Assists in carrying out the duties of the department; is lead department staff in undertaking GIS work, cartographic production, and data analysis pertaining to planning projects. Also assists with updating city plan documents and plans; organizes and completes projects, and undertakes reviews of development proposals, involving data gathering and analysis, and update of neighborhood, park, and system plans. Assists supports, and provides consultation to other departments and various City bodies on planning and development matters as needed. Supervision received is general. There is frequent interaction with the public and other officials.

Essential Duties/Responsibilities:

The following duties are normal for the position. They are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

Essential Functions:

- Project planner for various thematic and areal planning, including the Comprehensive Plan
- Staff to Agricultural and Rural affairs commission
- Undertakes creation and, where approved, implementation of programs to assist in promoting overall comprehensive plan goals and objectives
- Operates the Geographic Information System for the Department, including ArcGIS 9 and AutoCADLT.
- Performs spatial queries and analysis using ArcGIS 9, statistical analysis and other tools on existing data sets, macros, programs, and applications.
- Creates and maintains data sets, databases, and map documents related to land use and development. Provides information to the public and other departments.
- Prepares materials for displays and public presentations.
- Assists other departments with GIS information and production of customized maps.
- Identifies GIS databases in the public and private sector and obtains computerized data as needed.
- Compiles data and information required to prepare studies/reports on planning and development issues, particularly neighborhood plans, system planning, special planning studies, redevelopment plans, and City master plan updates.
- Evaluates and recommends revision of City plans, policies, and ordinances
- Provides information on alternative design measures for plans and development proposals.
- Assists in the provision of support for boards, commissions and City Council.
- Assists in the preparation and updates of code amendments and code development.
- Assists in the review of erosion control plans.
- Provides the public, developers, and other City agencies with information pertaining to municipal development requirements and standards, including meeting with developers and property owners and advising them on procedures and requirements.
- Coordinates the development review process with other city staff and committees.
- Writes reports, as may be directed, that identify the current planning objectives to implement the city's master plan and that identify the long-range planning issues pertaining to each new development.
- Reviews and updates zoning ordinance and map.
- Compiles information and prepare recommendations for updates to the City's Master Plan documents.
- Inspects sites to insure compliance with Conditional Use Permits, architecture and design approvals, and rezoning requirements.

- Work with consultants, various interest groups, residents and property owners in the planning process.
- Participates in meetings with elected officials regarding planning and zoning matters.

Other Functions:

- Assists in providing traffic and parking projections for proposed plans and/or developments.
- Assists in fiscal and economic analysis of development projects. Coordinates impact review process.
- Provides coverage at front counter, assisting walk-in customers.
- Assists in preparation of plans for other City departments, such as park planning.
- Assists in preparation of agendas and materials for Plan Commission and Board of Zoning Appeals.
- Attends public meetings/hearings as needed.
- Supervise Intern working on projects assigned to this position.
- May serve as the Acting City Planner/Zoning Administrator in his/her absence.

Supervisory Requirements:

- Summer Interns

Education and/or Experience Requirements:

- Master's Degree in planning, land management, geography, or related field required.
- One year of municipal experience in planning required. Bachelor's degree in planning or related field with additional work experience may substitute for Master's degree on a year for year basis.

Licenses, Certifications, etc.

- Must possess a valid motor vehicle operator's license
- AICP certification desirable

Knowledge, Skill, and Abilities:

- Knowledge of technical issues and principles related to comprehensive, neighborhood planning and geographic analysis
- Ability to deal with complex information, identify problems, and conduct research and analysis and prepare narrative, statistical reports and information
- Ability to understand and balance competing land use concerns
- Knowledge of principles, tools, and techniques in the planning field, including comprehensive plan legislation
- Knowledge of city ordinances, basics of organization of a municipality, survey systems, architectural concepts, regional and urban design concepts, and water, sanitary, and street layouts.
- Excellent overall computer skills in of a variety of software applications such as: Word, Excel, Access, ArcGIS 9, AutoCAD.
- Excellent oral and written communication skills, ability to effectively facilitate large public meetings
- Knowledge of the workings of municipalities, and an understanding of community planning and development methods.
- Ability to coordinate efforts with other departments, citizens and interested groups
- Knowledge of environmental resource systems

Physical Demands: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time.

Work Environment: Inside: Protection from weather conditions but not necessarily from temperature changes. Inside work 95% of the time and outside work 05% of the time.

Employee Signature	Date
Supervisor's Signature	Date

CITY OF FITCHBURG
Position Description

Position: Project Engineer
Reports To: Director of Public Works/City Engineer
Union Representation: Non-Represented, Grade 9
Written By: PQW
Revised Date: 07/23/07

Position Summary: Under the general direction of the City Engineer, provides engineering and technical support to the Public Works department including overseeing Public Works facilities from design to construction and maintenance. Responsible for ensuring that public improvements are designed and constructed according to sound engineering practices and are in compliance with all State, County, and City requirements; manages special public works projects. Decisions on day-to-day work activities are made independently. General direction is given by the City Engineer. Work plans are discussed with regular review of progress. Performs other related work tasks as required. There is frequent interaction with the general public.

Essential Duties/Responsibilities: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required or assigned.

Essential Functions:

- Develops drawings, plans, and specifications for transportation facilities and other public works projects as designated by the City Engineer. Prepares final contract documents including all plans, specifications, and requirements of contract. Reviews bids and makes recommendations on award of contract. Coordinates, reviews, and administers project progression. Negotiates change orders.
- Reviews and approves contractor pay requests prior to processing.
- Prepare special assessments for projects assigned to this position.
- Prepares project documentation and coordinates approvals by various agencies.
- Performs inspection and administration of public works construction contracts, coordinates such with other City departments, State and County agencies, and elected officials.
- Maintains accurate field construction diaries and bid quantities for public works construction projects; records and monitors quality control testing at project sites; prepares final reports for construction projects.
- Evaluates, administers, and interprets contract and specification requirements of contract
- Provides advice and assistance to the public and to City personnel on private developments, engineering, and other City department activities. Advises, counsels, and resolves citizen complaints.
- Oversees construction of public works projects and private construction done under a development agreement.
- Oversees road, sidewalk, and path systems; responsible for new projects, inventories, and rehabilitation programs.
- Manages Roads Inventory and pavement ratings utilizing WISLR and PASER rating system.
- Manages permit system for utility work in City Right of Way.
- Serves as the City liaison with consulting engineering firms under contract with the City for specific improvement projects, and reviews all work performed by those firms.
- Assists in solving problems relating to drainage and resurfacing.
- Participates in discussion on infrastructure for proposed developments.
- Review proposed plats of subdivisions to ensure compliance with the City's Land Division Ordinance and Public Works Specifications.
- Inspects public improvements completed by private developers; private contractors; or the County, and certifies their conformity with existing City codes and land use policy.
- Assists in implementing capital improvement programs including road resurfacing, road maintenance, and public facilities.
- Assists in answering inquiries from developers, engineers, land owners, and the general public with regard to existing and proposed facilities, potential for development, and Public Works standards and policies.
- Prepare annual capital plan budget, prepare purchase orders and monitor accounts to insure they are within budgeted amounts.
- Prepare annual Plant Value submissions including newly constructed roads, sidewalks, and paths.

Other Functions:

- Supervise Engineering Technician(s) and Engineering Intern(s) working on projects assigned to this position.
- May serve as the Acting City Engineer, on a rotational basis, in the absence of the City Engineer.
- Participates in professional development associations, such as the American Public Works Association (APWA) and serves in leadership positions as appropriate.
- Updates and maintains construction-related information for Public Works projects on the City's webpage.

- Various special public works projects as assigned by the City Engineer

Supervisory Requirements:

- Engineering Technician(s), Engineering Intern(s)

Education and/or Experience Requirements:

- Bachelors Degree from an accredited college in civil or mechanical engineering or related field required
- Five years of civil engineering or public works operational experience including, but not limited to: design of roads; sidewalks; and construction management of same desired; additional experience may substitute for education

Licenses, Certifications, etc.

- Registration as a Professional Engineer in the State of Wisconsin, or the ability to obtain such registration within twelve months of employment
- Must possess a valid Wisconsin Drivers License at time of appointment and maintain during course of employment

Knowledge, Skills and Abilities:

- Knowledge of engineering principles, municipal engineering operations, local government structures, public works, transportation operations, and related policies and procedures required
- Knowledge of, and ability to use, Computer Aided Design (CAD), Geographical Information Systems (GIS), Eagle Point design software, traffic modeling software and other Civil Engineering software programs desired
- Ability to ensure compliance with and follow standard safety practices and procedures common to public works programs required
- Knowledge of personnel management procedures and ability to supervise the work of others required
- Skill in review and analysis of designs, plans, or actual site conditions to determine compliance with acceptable standards required
- The ability to manage and oversee projects, accept responsibility, make decisions, delegate responsibility and to motivate people toward a coordinated effort required
- Ability to work with contractors and other public agencies, schedule projects, and track project costs required
- Ability to write contracts, requests for proposals, ordinances and resolutions desired
- Skill in applied civil engineering concepts, project design, and preparation of engineering drawings and construction specifications to acceptable standards required
- Ability to read and understand codes, ordinances, specifications, and complicated engineering drawings required
- Familiarity with word processing and spreadsheet software, and Windows operating systems required

Physical Demands:

Moderate Work: Exerting 76-100 lbs. seldom. Exerting 31-75 lbs. occasionally, and/or 0-30 lbs. frequently. Requires walking or standing to a significant degree primarily on construction sites, various land developments, and all Utility facilities which required the capabilities of moving about. Requires standing for brief periods of time requires sitting some of the time.

Work Environment:

Outside work (no effective protection from weather) is 60% of the time. Inside work is 40% of the time. Environmental conditions: occasionally exposed to heat and cold extremes and temperature changes; seldom exposed to loud noises; occasionally exposed to moderate noise; occasionally exposed to vibration, toxic conditions, odors, dust, and poor ventilation. Seldom exposed to hazards or risk of bodily injury.

Employee Signature Date

Supervisor's Signature Date

Mike Stacey

From: Luann Alme
Sent: Wednesday, March 03, 2010 10:33 AM
To: Mike Stacey
Subject: FW: information
Attachments: Asst. to City Engineer.pdf; City Planner.pdf
FYI

Luann J. Alme
City Clerk/Personnel Director
City of Stoughton

From: Leah B. Kimmell [mailto:LKimmell@ci.monona.wi.us]
Sent: Tuesday, March 02, 2010 3:03 PM
To: Luann Alme
Subject: RE: information

Luann, Joan asked that I pass along the following information to you. We currently have a City Planner/Community Development Coordinator (job description attached). His annual salary is \$58,740. He also has a student intern who works approximately 15 hours per week at \$9.00/hour.

We also have an Assistant to the City Engineer who might have some of the duties you're looking for. His job description is also attached. He earns \$52,875 annually.

Our building inspector does code enforcement. We very recently entered into an agreement with the Village of McFarland to share a building inspector.

Leah Kimmell
Executive Secretary
City of Monona
5211 Schluter Road
Monona, WI 53716
(608) 222-2525
(608) 222-9225 fax
lkimmell@ci.monona.wi.us

From: Joan Andrusz
Sent: Tuesday, March 02, 2010 9:04 AM
To: Leah B. Kimmell
Subject: FW: information

Hi Leah,

Is this something you can get easily?

Thanks,



JOAN ANDRUSZ
City Clerk

5211 Schluter Road
Monona, WI 53716
608.222.2525 PH
608.222.9225 FAX

jandrusz@ci.monona.wi.us

Population: 8,228

City of Monona

PLANNING AND COMMUNITY DEVELOPMENT COORDINATOR

Job Description

Unless otherwise stated, all duties, responsibilities, and qualifications stated herein are essential functions of this position.

GENERAL STATEMENT OF DUTIES:

Under the general direction of the City Administrator, coordinates overall city planning, zoning administration, and development programs of the City. Serves as staff to the Plan Commission and the Community Development Authority.

DUTIES/RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

1. Provides technical support to Plan Commission AND Community Development Authority.
2. Administers City Master Plan.
3. Coordinates and assists in the development of current and long range planning, including assistance with the development of the City's Capital Improvement Program.
4. Coordinates planning activities with other governmental agencies and City departments.
5. Initiates and develops draft legislation relating to land use, general development, energy, community appearance and general design consideration.
6. Meets with general public regarding proposed neighborhood and community plans.
7. Reviews non-residential site plans and site specifications, structure and uses for Zoning Code and Master Plan compliance.
8. Meets with and assists property owners, builders, architects, and engineers regarding Zoning Code and Master Plan application and interpretation.

Administers the City Sign Ordinance.

As staff for the C.D.A. promotes planned commercial development of the community according to the adopted Master Plan and Zoning Code.

11. Assists the City Administrator on special City projects.

KNOWLEDGE AND ABILITIES:

1. Ability to deal effectively and courteously with the public, consultants, and City officials.
2. Ability to prepare reports and present facts and recommendations effectively in both oral and written form.
3. Thorough knowledge of model zoning codes and ordinances, and general knowledge of municipal operations.
4. Working knowledge of transportation, housing, environmental impact, zoning and land use planning theories, techniques and statistical analysis.
5. Strong communication and organizational skills.
6. Excellent customer relations skills.
7. Ability to work more than 40 hours per week.
8. Ability to use and operate general office equipment, including personal computer.
9. Ability to supervise and motivate others. Supervisory duties include: assignment, scheduling and evaluation of work projects.

QUALIFICATIONS:

1. Minimum of Bachelor's Degree in planning, urban affairs or appropriate related field. Master's Degree preferred.
2. Minimum of 3 years experience in community planning and development coordination.

Employee's Signature

Supervisor's Signature

Date
PL-CDC.01 (revised 10/2000)

Date

City of Monona

POSITION DESCRIPTION

Position: Engineering Technician
Reports To: City Engineer
Supervises Directly: None
Supervises Indirectly: None
Length of Probation: Six (6) Months
Union Representation: Office and Maintenance Employees
Revised Date: November 5, 2003

Position Summary

Provides assistance to the City Engineer and Public Works Director in carrying out duties of the Public Works Department including a significant amount of GIS work and CAD work pertaining to Public Works projects. Also updates electronic records of as-built drawings and conducts fieldwork for Public Works projects. Will provide assistance, support, and consultation to other Departments and various City bodies on Public Works matters as necessary. All work is to be performed under the supervision of the City Engineer and Public Works Director.

Duties/Responsibilities

The following duties are normal for this position and are meant only to be illustrative. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned. Operates within the policies established by the City Council and within the operating procedures of the Public Works Department.

- A. Perform work associated with the administration of Public Works projects.**
1. Assists in the preparation and updating of plans and specifications for Public Works and other Departments such as Parks and Planning.
 2. Researches and provides information on alternative design measures.
 3. Assist in the provision of technical support for Boards, Commission, Committees, and City Council including preparation of displays for public presentations.
 4. Assists in the review of erosion control plans.
 5. Provides the public, developers, and other City agencies with information pertaining to municipal development requirements and standards.
 6. Maintains permanent stormwater, water and sanitary sewer record system.
 7. Provides assistance to City Engineer and Director of Public Works as needed.
- B. Perform fieldwork associated with Public Works projects.**
1. Inspects construction sites to ensure compliance with erosion control plans.
 2. Performs surveying, including the use of GPS equipment and software.
 3. Conducts materials sampling for construction projects.

4. Conducts stormwater outfall monitoring and sampling.
5. Conducts inspections of stormwater infrastructure.
6. Assists with construction inspection activities to ensure compliance with contract specifications and other requirements. Take measurements, monitor and record material quantities and other required information. Prepare "as built" drawings of completed construction projects.

C. Prepare CAD drawings and geographic analysis.

1. Operates the Geographic Information System for the Public Works Department, which includes using Arc View, MicroStation and In Roads software to perform a wide range of technical support functions.
2. Performs spatial queries and analysis using Arc View applications.
3. Creates and maintains Public Works infrastructure databases and map documents. Provides information to the Department, public and other City Departments relative to Public Works information.

Required and Desired Qualifications:

The following areas will be used to select persons qualified to continue in the recruitment process. Applicants are encouraged to include information which highlights these areas in their application and/or resume.

Information presented which impacts on the hiring decision, but which is later found to be false or misrepresented will be cause for termination.

Education

- Associate's Degree in Civil Engineering Technology or related field is required. A Bachelor's Degree is preferred.

Experience

- Two to Four (2 to 4) years of increasingly responsible work performing Public Works related duties. Additional education, beyond an Associate's Degree, in an engineering related field may substitute for experience.

Required Certifications

- Valid Wisconsin Driver's License

Other Knowledge, Skills and Abilities

- Knowledge of the principles, tools and techniques in the engineering field.
- Knowledge of technological issues related to engineering.
- Ability to develop and maintain Geographic Information Systems
- Proficiency with Arc View, MicroStation and In Roads in a Windows environment.
- Knowledge of City ordinances and the basic organization of a municipality.
- Familiarity with surveying equipment, stormwater management, and water, sanitary, and street design and construction.
- Excellent overall computer skills in a variety of software applications such as, but not limited to: Word, Excel, Access, Arc View, MicroStation, In Roads, Power Point, Outlook and Adobe Reader.
- Demonstrated ability to interact effectively with the public, communicate effectively orally and in writing, and instruct others on computer applications.

Personal Attributes

- Self-starter with high level of initiative.
- Possess complete personal and professional integrity and honesty, and have a high sense of professional ethics.
- Have a record of continuing education, professional development, and involvement in professional organizations which demonstrate a commitment to staying abreast with current trends and new ideas in the field.

The following information is provided to allow applicants to determine if the duties of the above position can be performed with or without accommodation in accordance with the Americans with Disabilities Act.

Physical Demands:

Light Work: Exerting 31-75 lbs. occasionally. Exerting 11-30 lbs. occasionally (activity or condition exists up to 1/3 of the time). Exerting 0-10 lbs. Frequently (activity or condition exists from 1/3 to 2/3 of the time). Frequently sitting and occasionally standing and walking. Seldom running.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75% or more of the time inside. Inside work 65% of the time and outside work 35% of the time. **Environmental conditions:** Occasionally exposed to heat and cold extremes, temperature changes, moderate noise, vibrations, odors, and poor ventilation. Occasionally exposed to loud noises and dust. Never exposed to toxic conditions. Seldom exposed to hazards or risk of bodily injury.

Reasoning, Mathematical, and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job:

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Mathematical Development:

Algebra: Deal with system or real numbers; linear, quadratic, rational, exponential, logarithmic, angle, and circular functions, and inverse functions; related algebraic solution of equations and inequalities; limits and continuity, and probability and statistical inference. **Geometry:** Deductive axiomatic geometry, plane and solid, and rectangular coordinates. **General Math:** Practical application of fractions, percentages, ratio, and proportion, mensuration, logarithms, practical algebra, geometric constructions, and essentials of trigonometry.

Language Development:

Reading: Read newspapers, periodicals, journals and manuals. **Writing:** Write business letters, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style. **Speaking:** Speak extemporaneously on a variety of subjects.

Relationships to Data, People and Things:

Data: Coordinating: Determining time, place, and sequence of operations or action to be taken on the basis of analysis of data; executing determination of and/or reporting of events. **People: Negotiating:** Exchanging ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions, or solutions. **Things: Manipulating:** Using body members, tools or special devices to work, move, guide or place objects or materials. Involves some latitude for judgment with regard to precision attained and selecting appropriate tool, object, or material, although this is readily manifest.

City Planner/Zoning Administrator 77,810

Assistant City Planner/Zoning Administrator 58,139

City Engineer/Assistant Director of PW 71,810

Middleton

Classification	Hire	6 Months	1 Year	2 Years	3 Years	9 Years	15 Years
Eng. Tech. III	\$23.22	\$23.80	\$24.42	\$25.05	\$25.64	\$25.90	\$26.16
Eng. Tech. II	\$21.07	\$21.56	\$22.05	\$22.53	\$23.04	\$23.27	\$23.50
Eng. Tech. I	\$19.09	\$19.45	\$19.81	\$20.17	\$20.53	\$20.74	\$20.95

Lorie J. Burns

City Clerk/Treasurer

City of Middleton

☎ 608-827-1046

📠 608-827-1057 - fax

✉ lburns@ci.middleton.wi.us

🌐 www.cityofmiddleton.us

From: Michael Stacey [mailto:mpstacey@charter.net]
Sent: Saturday, February 27, 2010 8:36 AM
To: Lorie Burns
Subject: Position Descriptions & Wage Scales

<http://ssomail.charter.net/do/mail/message/preview?msgId=INBOXDELIM12551&l=en-US&v=ss...> 3/1/2010

CITY OF MIDDLETON

ASSISTANT PLANNER/ZONING ADMINISTRATOR



Division/Department Planning
Location 7426 Hubbard Avenue
Job Title Assistant Planner/Zoning Administrator
Reports to Planning Director

Level/Grade Type of position: Hours 40 / week

<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Nonexempt
<input type="checkbox"/> LTE	
<input type="checkbox"/> Seasonal	

GENERAL DESCRIPTION

Provides assistance to the City Planner/Zoning Administrator in the performance of planning and zoning administration duties, provides assistance with review of development plans and documents, and acts as assistant staff person to the City of Middleton Plan Commission; staffs the Sign Design Review Committee and the Zoning Board of Appeals. Responsible for assistant with planning and development, administration and enforcement of City zoning ordinances, investigating code violations, maintaining data base and filing system for planning/zoning issues.

JOB FUNCTIONS

- Provide assistance with planning studies for the Plan Commission, e.g. updating of the land use plan and master plan.
- Provide assistance to City Planner on advising the Plan Commission on development proposals including architectural/design review, compliance with City codes and policy, rezoning applications, conditional use requests, and variances to City standards, with follow-up monitoring to assure compliance.
- Meet with City officials, developers, citizens, and appropriate governmental agencies on development and planning issues, as requested by the City Planner.
- Staff and attend all meetings of the Zoning Board of Appeals and the Sign Design Review Committee. Provide thorough staff comments on agenda items, with graphic representations as necessary. Prepare reports on planning and development related issues as required.
- Provide assistance with maintenance of data base of historical files on planning/development issues, with field inspection of land use/zoning permits as necessary.
- Provide assistance with review of storm water management plans, with on-site inspection as necessary to assure implementation of required facilities.
- Provide assistance with maintaining files on Plan Commission projects, using checklists for required submittals and fees, with follow-up as necessary to assure compliance on submittals and fees.
- Assist with investigations of zoning violations, including those related to site development, landscaping, and storm water management issues. Work with Building Inspector on enforcement issues when necessary. Maintain a log of inspection activities.
- Assist in developing a land use monitoring system with a computerized data base, providing record keeping correlated with other municipal data.
- Assist in updating municipal codes related to planning, development, and zoning.
- Investigate and act to resolve complaints from developers, policy makers, government agencies, and the general public. Maintain a log of complaint activities.
- Respond to telephone inquiries regarding planning, development, and zoning issues and practices.
- Performs other related job duties as required.

Division/Department Planning

Location 7426 Hubbard Avenue

Job Title Assistant Planner/Zoning Administrator

Reports to Planning Director

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of modern principles and practices of civil engineering.
- Knowledge of planning concepts and development procedures related to residential, commercial, industrial, recreational, and institutional land uses.
- Knowledge of development regulations and zoning codes.
- Ability to read and interpret plans and documents.
- Good writing and oral communication skills.
- Ability to perform basic drawing tasks.
- Ability to establish and maintain effective working relationships with co-workers, other governmental agencies, contractors, developers, and the general public.
- Good assessment and judgment skills.
- Self-starter with high initiative level.
- Dependability and thoroughness in accurate completion of tasks.
- Basic knowledge of micro computer applications in planning.

EDUCATION AND TRAINING

- Completion of master's degree in City Planning or related field.
- Minimum of one year of relevant experience.

CITY OF MIDDLETON
ENGINEER TECHNICIAN IIIb



Division/Department Public Works
Location 7426 Hubbard Avenue
Job Title Engineer Technician IIIb
Reports to Assistant City Engineer

Level/Grade Type of position: Hours 40 / week
 Full-time Exempt
 Part-time Nonexempt
 LTE
 Seasonal

GENERAL DESCRIPTION

Performs advanced level, skilled sub-professional engineering work in the office and field. May perform building inspections. Plans and coordinates field surveys and data collection, acting as crew chief for complex surveys. Plans and coordinates the drafting of plans and maps and other complex technical material. Performs accurate development of plans and specifications. Has all work checked for accuracy and completeness by an engineer. May be required to coordinate with the City Building Inspector for backup inspection purposes and activities which are necessary to maintain inspection proficiency. Coordinates the tasks performed by the Engineering Technicians I and II.

JOB FUNCTIONS

- Drafts complex plans for Public Works projects; including street construction, sewer and water main installation, sidewalk replacement, storm sewer construction, and other related Public Works improvements.
- Prepares plans, specifications, bld forms, and cost estimates for Public Works projects.
- Updates miscellaneous city maps.
- Plans and coordinates the drafting for Public Works projects.
- Designs Public Works improvements under the supervision of an Engineer.
- Reviews and comments on plats, utility plans and specifications, and street construction plans for private development.
- May perform building inspections.
- Responds to citizen inquiries regarding current construction projects and information available at city hall.
- Reviews payment requests for accuracy.
- Updates official map and zoning map for Common Council and advisory committees.
- Inspects and maintains records of construction activities for Public Works and private development projects.
- Performs other related job duties as required.

Division/Department Public Works
Location 7426 Hubbard Avenue
Job Title Engineer Technician IIIb
Reports to Assistant City Engineer

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Expert knowledge of construction practices.
- Ability to plan and act as crew chief for field surveys.
- Ability to plan and perform complex technical drafting.
- May be required to possess and maintain State Certification for Building Inspection.
- Ability to perform and explain algebraic mathematics quickly and accurately.
- Ability to utilize computer applications in the performance of duties.
- Ability to give and receive complex oral and written instructions in an efficient manner.
- Willingness to assume responsibility for completing complex projects.
- Good physical condition.

EDUCATION AND TRAINING

- High school diploma or equivalent.
- Completion of associate (technical) degree for construction management, civil engineering technician, land surveying, or equivalent.
- Five (5) to seven (7) years of experience in construction management, surveying, plan preparation, and technical drafting.
- Familiarity with GIS.
- Ability to operate a motor vehicle and possession of, or ability to obtain, and maintain a Wisconsin Motor Vehicle Operator's License.

Attached are the job descriptions for the City of Sun Prairie that you have requested. Please let me know if you need any additional information.

Position and 2010 salary range:

Planner \$45419 - \$63587

Principal Planner \$51099 - \$71539

Planning Director \$65541 - \$87557

Director of Building Inspection \$58239 - \$81535

Brenda Sukenik

Human Resources Director

phone: (608) 825-1172

sukenik@cityofsunprairie.com

**CITY OF SUN PRAIRIE
JOB DESCRIPTION**

Planner

DEPARTMENT: Planning Department

CLASSIFICATION: Professional

REPORTS TO: Planning Director

REVISION DATE: July, 2007

PAY GRADE: Nonunion pay plan range 7

GENERAL PURPOSE:

This is responsible professional work in the field of city planning requiring an understanding of planning principles and concepts. Requires the application of knowledge and skills in city planning to achieve sound development or redevelopment and desirable public policy objectives.

ESSENTIAL JOB FUNCTIONS:

- Provides developers and the public with information pertaining to municipal development requirements and standards. Meets with developers and property owners and advises them of the City's procedures, regulations and requirements pertaining to land development.
- Coordinates the City's Site Plan review process with the Technical Review Committee and prepares reports and recommendations to the Plan Commission and other Boards and Committees under the direction of the Planning Director.
- Prepares the Plan Commission's meeting agendas and the Commission's findings of fact and recommendations which are submitted to the City Council as well as the Board of Zoning Appeals' agendas and findings.
- Reviews and makes recommendations on various types of development applications, including but not limited to, proposed land annexations, land divisions, subdivision plats, rezonings, planned developments, and conditional use permits. Provides written reports which identify the long-range issues that pertain to each respective development and the current planning objectives to implement the Comprehensive Plan, and presents these reports orally to the Plan Commission and other Boards and Committees as needed.
- Assists in the review and updating of the City's Zoning Ordinance, Subdivision Ordinances, and the City's Official Zoning Map.
- Compiles necessary data and information required to prepare detailed reports on a wide variety of planning issues. Develops technical studies and reports on various proposals that will affect the economic and physical development of the City.
- Makes application for various federal and state grant programs and administers the funds once they are awarded to the City. Maintains all necessary program records.
- Compiles information and prepares recommendation for updates of the City's Comprehensive Plan for the review by the Planning Director.

- Implements the approved Comprehensive Plan which includes ensuring that all development that occurs within the City and its extraterritorial jurisdiction area is consistent with the approved Comprehensive Plan and its various elements.
- Provides mapping for the department and other city departments as needed.
- May be required to assist in the assignment and review of work performed by interns.

REQUIREMENTS OF THE WORK:

- Knowledge of the principles and procedures of city planning usually attained through a degree in urban planning, public administration, or a related field from an accredited college/university with three years experience in community planning or an equivalent combination of training and experience.
- Requires considerable knowledge of land use planning, zoning, and land division procedures and techniques; knowledge of data collection and analysis as it pertains to comprehensive city planning; skill in preparing graphics, maps, tables, and charts for plans and staff reports; good writing and public speaking skills; and good skill in working effectively with community groups, elected officials, developers, and other City staff.
- Ability to present results of research effectively in oral, written, and graphic form.
- Ability to work effectively with elected officials, appointed commissioners, citizen groups, developers, and the general public.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

- Work is performed under general office conditions.

APPROVED BY:

Department Head

Date

Human Resources Director

Date

City Administrator

Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

CITY OF SUN PRAIRIE JOB DESCRIPTION

Principal Planner

DEPARTMENT: Planning Department

CLASSIFICATION: Professional

REPORTS TO: Director of Planning and
Economic Development

REVISION DATE: June, 2001

PAY GRADE: Nonunion pay plan range 9

GENERAL PURPOSE:

This is advanced and difficult professional and responsible administrative work conducting major activities, special projects or programs in the field of city planning requiring a broad understanding of planning principles and concepts. Requires the application of knowledge and skills in city planning to achieve rational development or redevelopment and desirable public policy objectives.

ESSENTIAL JOB FUNCTIONS:

- Prepares and implements planning studies and reports designed to promote the orderly growth and development of the community. May oversee and participate in the following subject areas: current planning (i.e. zoning, land division reviews, site plan review, annexation); housing and community development; economic development; population studies, estimates, and forecasts; historic preservation; neighborhood development; capital improvements; transportation; recreation; and urban design.
- Identifies and analyzes problems; develops goals and objectives; designs programs and alternatives to meet the objectives and implements, monitors and evaluates the programs.
- Prepares and presents reports on the above topics to Plan Commission, Board of Zoning appeals, Extraterritorial Zoning Committee, City Council, City Administrator, and appropriate advisory commissions and committees.
- Coordinates efforts involved in the development and revitalization of the City including the administration of Tax Increment Districts (TID).
- Assists in the coordination and implementation of community and economic development activities. These include business retention, strengthening the City's central business district, industrial and commercial recruitment, and the overall enhancement of the City's economic development.
- Coordinates the site plan review process with the assistance of the planner.
- Reviews and makes recommendations on all proposed land annexations, land divisions and zoning submittals.
- Supervises the preparation and updating of the City Zoning Ordinance and the City's Official Zoning Map as well as extraterritorial zoning ordinances and zoning maps.
- Assists in updating and administering the City's Comprehensive Plan.

- Coordinates updating and administering the City's official map.
- Regularly attends evening meetings of Plan Commission, City Council and appropriate advisory commissions and committees, as required.
- Works with considerable latitude for independent initiative and action within the scope of office programs and policies.
- Works closely with developers in the field and makes policy decisions.
- Responsible for coordinating property acquisitions and relocations activities as required.

REQUIREMENTS OF THE WORK:

- Advanced knowledge of the principles and procedures of city planning usually attained through a master's degree in urban planning, public administration, or a related field from an accredited college/university plus at least five years experience or an equivalent combination of education and experience.
- American Institute of Certified Planners Certification strongly desired.
- Ability to conduct planning related research and analysis with considerable independence.
- Ability to present results of research effectively in oral, written, and graphic form.
- Ability to work effectively with elected officials, appointed commissioners, citizen groups, developers, and the general public.
- Ability to interpret polices and make decisions according to relevant departmental practices and procedures.
- Requires advanced knowledge of land use planning, zoning and land division procedures and techniques.

WORK CONDITIONS AND PHYSICAL REQUIREMENTS:

- Work is performed under general office conditions.

APPROVED BY:

Department Head

Date

Human Resources Director

Date

City Administrator

Date

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.