

DIRECTOR OF PLANNING & DEVELOPMENT

Job Description

Under the general direction of the City Administrator, performs professional and administrative duties related to managing the Department of Planning and Development, including planning, zoning, economic development, and redevelopment activity.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- A. Plans, coordinates and directs the Implementation City's Comprehensive Plan. Reviews and makes recommendations to the Plan Commission regarding annexations, rezonings, conditional uses, subdivision plats and certified survey maps. Reviews and makes recommendations to the Plan Commission on building and site plans. Assist in the planning for and creation of tax increment districts.
- B. Meets with and answers questions from the general public regarding zoning and planning matters. Updates City's zoning and subdivision ordinance. Serves as City's Zoning Administrator and delegates zoning code enforcement to the Director of Inspection.
- C. Maintains inventory of available business/industrial sites. Coordinates economic development activities with other departments and community organizations (i.e. Ozaukee Economic Development, Main Street Business Improvement District, Chamber of Commerce, and the Tourism Council).
- D. Provide staff assistance to the City's Economic Development Committee. Implements economic development activities and programs for business/industrial expansion and retention. Collaborate with Ozaukee Economic Development with assisting business and industrial representatives with questions regarding development in the City and provide information and guidance on financial matters and entrepreneurial opportunities. Prepares applications for federal/state economic development grants/loan programs. Assists Ozaukee Economic Development on applications for City revolving loan funds and other economic incentive programs.
- E. Provides staff assistance to City's Community Development Authority through review and recommendation on proposed development and redevelopment sites; and develops plans, studies and recommendations as required.
- F. Reviews and makes recommendations on proposed federal, state, county, and local regulations affecting City. Coordinates activities as needed with other department heads including the City Engineer, City Attorney, Director of Inspection, and City Assessor.

- G. Serves in staff capacity to Mayor, Council, and City Administrator. Works closely with various state, regional, and local organizations in the community.
- H. Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- A. Thorough knowledge of the principles and practices of city, county, and regional planning. Knowledge of city, county, state, and federal laws governing planning and economic development activity. Knowledge of local government organization and general accounting practices as they relate to administering adequate planning, economic development, and redevelopment programs.
- B. Considerable skill in: the application of the principles and practices of city, county, and regional planning. Considerable skill in communicating effectively with business representatives, elected officials, department heads, the general public, and other City employees. Considerable written communication skills.
- C. Ability to: market and sell detailed studies, report, and recommendations; plan, administer, and evaluate comprehensive planning and economic development programs; organize, schedule, prioritize, and perform work with limited direction; process confidential information with discretion; research and complete applications for grants.

MINIMUM EDUCATION AND EXPERIENCE

- A. Bachelor's Degree in planning or economic development; master's degree preferred.
- B. Four to five years experience in a related field.
- C. Certification as American Institute of Certified Planners and Economic Development Finance Professional highly desirable.

An equivalent combination of education and experience may be considered.

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