




Rebecca Grill
City Administrator
City Administration Office
414.302.8294
rgrill@westalliswi.gov

MEMORANDUM

TO: Administration & Finance Committee

FROM: Rebecca Grill, City Administrator 

RE: Department Request to Fill Vacant Position

DATE: March 29, 2018

Attached is Steve Schaer's request to fill the vacant position of Planner in the Department of Development, Planning Division.

According to our continuing procedure, these requests are formally referred to the Administration & Finance Committee for consideration through its normal Council/Committee referral process.

If you have any questions concerning this request, please contact me.

RG:jfw

cc: Mayor
HR Dept.
John Stibal
Steve Schaer
Shaun Mueller

ADM\Vacpos\VACPOSREQ Planner 040418



John F. Stibal
Director
Department of Development
414.302.8460
jstibal@westalliswi.gov

MEMORANDUM

To: Rebecca Grill, City Administrator
From: Steven Schaer, Manager of Planning and Zoning
Re: Request to fill position
Date: March 15, 2018

The Department of Development Planning Division respectfully requests Administration and Finance Committee give its permission to fill one full time Planner position in the Development Department. This position would fill an existing vacancy within the Planning Division for the position of "Planner," (formerly known as Planner II).

This position collaborates and serves many people including citizens, the business/development community and elected/appointed officials in relation to community needs, neighborhood planning and revitalization and other related areas including preparation of updates to the City's Comprehensive Plan and Zoning Ordinance, process business occupancy permits, special use, site landscaping, architectural and signage reviews.

The resignation of one of our Senior Planners, Bart Griepentrog, has created an opportunity to fill an open position at the Planner level within the Department. Of note the Planner position is two steps under the Senior Planner level, and will offer an opportunity for the new hire to grow within our organization as others have in the past.

Attached is the "Request to Fill Position" form for the Planner position and a copy of the job description. If you have any questions please contact me.

CC: John Stibal
Shaun Mueller
HR



Request to Fill Position

Submit this form, a memorandum and current position description to the City Administrator for review and submittal to the Administration and Finance Committee. To ensure adequate time for review, submit the Friday prior to the Council Agenda Deadline day.

Department/Division: Development

Position Title: Planner

Reason for Request: ☐ New Position OR ☒ Replacement to Staff - Date of Vacancy: 12 / 1 /20 17

Person Replaced: Bart Griepentrog

Position Status: ☒ Full-time ☐ Part-time AND ☐ Regular ☐ Temporary ☐ Provisional ☐ Special ☐ Other

If other than Full-time or Regular, indicate work schedule (hours per week, days to be worked, etc.) and anticipated duration of employment: _____

Funding Source: ☒ Operating ☐ Grant ☐ Other: _____

Anticipated Date for Filling Position: 5 / 15 /20 18

Is the position required for fiduciary, legal or compliance requirements? ☒ No ☐ Yes, describe: _____

Why is it necessary that this position be filled? What operational needs does this position fulfill? _____

This position collaborates and responds serves many people including citizens, the business/development community and elected/appointed officials in relation to community needs, neighborhood planning and revitalization and other related areas including

What will be the impacts on service functions to the public if the position is not filled? _____

Other staff will need to absorb and realign the duties of the Planning Division workload including roughly 200 annual planning & zoning reviews and 150 business occupancy related zoning inspections. The change would reduce services offered to the public and elected

What will be the impacts on service to city staff if the position is not filled? _____

To maintain and promote a proactive and well planned City development and City redevelopment goal, an additional Planning position within the Department is recommended. Without the additional staff person existing Senior Planner and Manager have acquired the

What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions? (If none, provide rationale.) _____

After review, we've decided to hire a grade G level Planner, two steps below the current I grade of the Senior Planner position. This reduces cost and yet also allows for future growth within the Department for a qualified employee to aspire.

How has this vacancy/need been covered so far? _____

Existing staff: Intern, Senior Planner, Manager of Planning and Zoning

How many other similar positions exist in this department? No similar non-exempt positions

Requestor Information

Please Print: Steven Schaeer Manager of Planning and Development
Name Title Department

Signature/Date:  3 / 15 /2018

Attached: ☒ Memorandum ☒ Current Position Description

PLANNER

CLASS TITLE: PLANNER

DEPARTMENT: Department of Development

CLASSIFICATION and SALARY GRADE: Non-exempt – Grade G

DEFINITION: This is a highly professional office environment, but also involving field work associated with urban planning, land use planning and neighborhood planning activities. This position is highly independent and collaborates, responds to / serves many people, including citizens, Managers, Department heads, appointed officials and elected representatives, with little daily supervision.

NATURE OF THE WORK: An employee in this classification implements general urban planning projects including neighborhood redevelopment, comprehensive planning and zoning, and historic preservation. The work primarily involves the collection and analysis of a wide range of community and urban planning information including site, landscaping and architectural design; the preparation of planning documents, analytic reports and graphic materials; providing related information, interpretations, evaluations, and recommendations regarding planning strategies, processes, policies, and ordinances; and operates GIS systems. Administrative direction is received from the Planning and Zoning Manager, with a majority of work subject to minimal supervision by the Lead Planner.

PRIMARY DUTIES: Typical duties include: Interacts with citizens, the business/development community and elected/appointed officials in relation to land use applications (reviews and provides recommendations and/or approvals for Special Use Permits, Site, Landscaping and Architectural Improvements, Signage, Zoning Verifications, Rezoning, Ordinance Amendments, Certified Survey Maps and Planned Development Districts).

Processes Business Occupancy Permit applications, including zoning verification, and performs corresponding site, landscaping, screening and architectural plan reviews for compliance and enforcement.

Provides staff support for the Plan Commission, Safety and Development Committee and Community Development Authority, including agendas, resolutions, staff reports and multi-media public presentations.

Conducts studies and prepares reports, including but not limited to demographics, infrastructure, redevelopment efforts, community needs, neighborhood planning and revitalization and other related areas utilizing public and private data resources, surveys and other localized public participation efforts.

Assists in the preparation of updates to the City's Comprehensive Plan and Zoning Ordinance.

Produces Maps and Mailing Labels for Public Hearing notifications. Prepares base maps, charts and development scenarios and other related data utilizing the GIS system and MS Excel or similar applications.

Assists with the implementation of Special Projects focused on community and neighborhood revitalization, as assigned, including Tax Incremental Financing Plans, Redevelopment Plans, Neighborhood Planning, Parks and Open Space Planning, Bike and Pedestrian Planning and Public Art.

Supports initiatives such as strategic planning, LEAN and innovation; maintains prompt, predictable, and regular physical attendance; provides truthful and accurate written and verbal communications; maintains ability to lawfully operate designated motor vehicles at all times that duties are performed; maintains ability to travel throughout and enter all different properties in the jurisdiction; performs other duties as assigned.

Assists in the maintenance of the Department web pages and Department filing system of property files.

Licenses and Certificates:

Valid Wisconsin driver's license or possess a valid driver's license and obtain a Wisconsin driver's license within 6 months and acceptable driving record per City Policy.

American Institute of Certified Planners, AICP desirable

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, practices, techniques and objectives of urban planning; ability to collect, analyze and interpret data; good knowledge of City codes and ordinances; knowledge of local, state and federal laws pertaining to community planning, comprehensive land use planning, industrial and commercial development, community conservation and environmental analysis; good knowledge of project economics;

PLANNER

Page 2

Some skill in supervising and inspecting the work of subordinate employees (Associate Planner and intern positions);

The ability to operate modern office equipment; Competent knowledge of Microsoft Office (Word, Excel, Access, PowerPoint, Outlook), ArcGIS, Dropbox, Internet, social media sites, computer, multi-line telephone, cell phone, digital camera, copy machine, fax machine, scanner, plotter, projector;

Ability to keep accurate records; ability to prepare clear and concise written and oral reports; ability to prepare updates to the City's Comprehensive Plan, land use plans, and other City planning studies; ability to read and understand maps and plans;

This position is highly independent and collaborates, responds to / serves many people, including citizens, Managers, Department heads, appointed officials and elected representatives, with little daily supervision.

Ability to communicate effectively in a helpful and professional manner, both verbally and in writing; good skill in listening;

Ability to establish and maintain effective working relationships with other employees, elected officials, plan commissioners, developers, architects, contractors, and the public; ability to communicate effectively, both verbally and in writing; ability to understand and follow verbal and written instructions.

MINIMUM REQUIREMENTS:

Bachelor's Degree in Urban or Regional Planning or related field, such as political science, urban geography, urban sociology or urban studies. Master's Degree desirable.

Three to five years of recent work experience in urban or regional planning/development and MS Office (includes Excel) applications.

One year of recent work experience in architectural review, plan review and site/landscaping design desirable.

Possession of a valid WI Driver's license

Work Environment/Physical Job Demands:

Possess the physical ability to perform the duties of the position including, but not limited to, occasional lifting/carrying up to 40 lbs.; Occasional sitting, frequent standing, walking and climbing; the ability to occasionally bend, kneel, climb, twist, stoop, crawl, squat, reach, push, pull, etc.; ability to continuously focus for long periods of time on projects; occasional entering and exiting of a personal vehicle; and occasional driving in variable and unfavorable weather conditions.

Ability to withstand exposure to variable and unfavorable weather conditions; ability to walk on uneven surfaces; ability to perform inspections which may include exposure to odors, noise, vibrations, vehicular traffic, dust. The employee is required to react appropriately when hazards are identified.

This description has been prepared to assist in defining job responsibilities, physical demands, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The City retains and reserves any or all rights to change, modify, amend, add to or delete from, any section of this document as it deems, in its judgment, to be proper.

I understand this position description may be changed, modified, and/or amended at any time throughout the duration of my employment.

Approved _____

Department Head Date

Approved _____

Employee Date