

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone:

2. Class Title (i.e. payroll title):

Principal Planner

3. Working Title (if any):

Principal Planner – Comprehensive Planning and Regional Cooperation

4. Name & Class of First-Line Supervisor:

Heather Stouder, Director

Work Phone: 608-266-5974

5. Department, Division & Section:

Department of Planning, Community, and Economic Development, Planning Division, Comprehensive Planning and Regional Cooperation Section

6. Work Address:

215 Martin Luther King Jr Blvd, Ste LL-100

7. Hours/Week: 38.75

Start time: 8:00 End time: 4:30

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

This position is responsible for the leadership of the Comprehensive Planning and Regional Cooperation Section within the Planning Division. The Principal Planner will supervise experienced professional staff in the maintenance of the City's Comprehensive Plan, the creation and maintenance of long-range neighborhood development plans on the periphery of the City, and the maintenance of a variety of spatial data sources to support analysis and planning across the Planning Division and Department of Planning, Community, and Economic Development. Successful administration of this section depends heavily on clear communication and collaboration with various city departments, elected officials, neighborhood organizations, surrounding jurisdictions, and racially and culturally diverse residents. Working closely with others, this position will work to ensure that the City's goals, particularly those related to physical development, are clear and measurable, and that the actions required to meet those goals are well communicated in adopted plans and related implementation strategies.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 40% A. Direct the activities and functions of the Comprehensive Planning and Regional Cooperation (CPRC) Section encompassing long range planning, regional collaboration, and data maintenance and analysis.
1. Work with the Planning Division Director to hire, train, assign, supervise and evaluate the CPRC staff team.
  2. Develop scopes of work and assign planning tasks, research and analysis, and cross-section special project responsibilities to staff.
  3. Engage staff members in work program development aligned to the goals of the City's Comprehensive Plan and the department/division mission.
  4. Review draft plans and reports and ensure consistent and high-quality work products.
  5. Present and/or coordinate staff presentations to Madison's Plan Commission, Common Council, and other committees and commissions as needed.
- 30% C. Serve as Project Manager and/or Principal Staff for specific planning processes.
1. Manage decennial updates to and track the implementation of the City's Comprehensive Plan. Oversee the collection and analysis of data and the preparation of annual reports to elected officials, staff from other agencies, and the public on progress toward meeting Comprehensive Plan recommendations.
  2. Work with relevant staff and elected officials to set clear expectations for Neighborhood Development Plans and updates to existing Neighborhood Development Plans on the City's periphery.
  3. Manage the decennial redistricting process for the City's aldermanic districts based on US Census data.
  4. Participate on internal staff team focused on revisions and improvements to the Zoning Code.
- 20% D. Lead and support CPRC staff in strengthening regional communication and collaboration.
1. Oversee City Planning Division communication with the Capital Area Regional Planning Commission (CARPC) regarding changes to the Central Urban Service Area, and comprehensive planning.
  2. Oversee City Planning Division communication with Dane County staff regarding zoning and subdivision requests within the City's Extraterritorial Jurisdiction.
  3. Strengthen relationships and communication channels with area school districts and surrounding municipalities regarding growth and demographics.
- 10% E. Provide staff support for other projects as assigned.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of the theories, principles and practices of land use and community planning and urban design. Working knowledge of land use, demographic, economic and other spatial data sources used to convey trends, analyze city needs, and track progress over time. Knowledge of development review, land use approvals, and local land use ordinances and laws. Demonstrated ability to communicate clearly and effectively both orally and in writing, including the preparation and presentation of persuasive reports and recommendations. Ability to create and deliver presentations to large groups of people. Ability to use computer software applicable to the duties of the position. Working knowledge of supervisory principles and practices, labor relations and personnel management. Ability to plan, manage, coordinate and evaluate the work of diverse professional staff. Ability to hire, train, evaluate and discipline employees. Ability to effectively manage and coordinate staff team activities. Ability to direct and perform research work, assist in policy and plan development, and to prepare technical and statistical information relevant to major planning issues. Ability to assist with complex planning processes and implementation strategies for future community development. Ability to attend meetings during the evening or on weekends. Ability to establish and maintain effective working relationships with other managers, staff, City officials, the press and diverse and multicultural stakeholders. Working knowledge of public administration and budgetary principles. Ability to assist with the Planning Division budget and oversee the CPRC

section budget. Ability to visit and inspect sites throughout the city. Ability to maintain adequate attendance.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None

15. Physical requirements:

None

16. Supervision received (level and type):

High level of independence, with general supervision by Planning Division Director

17. Leadership Responsibilities:

This position: ☒ is responsible for supervisory activities (Supervisory Analysis Form attached).  
☐ has no leadership responsibility.  
☐ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

☐ I prepared this form and believe that it accurately describes my position.  
☐ I have been provided with this description of my assignment by my supervisor.  
☐ Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

☒ I have prepared this form and believe that it accurately describes this position.  
☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.  
☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).  
☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).  
☐ Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.

