

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Timothy M. Parks  
Work Phone: 261-9632
2. Class Title (i.e. payroll title):  
Planner 3
3. Working Title (if any):  
same
4. Name & Class of First-Line Supervisor:  
Michael Waidelich, Principal Planner  
Work Phone: 267-8735
5. Department, Division & Section:  
Department of Planning and Community and Economic Development  
Planning Division – Comprehensive Planning and Development Review Section
6. Work Address:  
Madison Municipal Building, Suite LL-100  
215 Martin Luther King, Jr. Blvd.  
Madison, Wisconsin 53701
7. Hours/Week: 38.75  
Start time: 8:30 AM      End time: 5:00 PM
8. Date of hire in this position:  
February 2, 2004
9. From approximately what date has employee performed the work currently assigned:  
Approximately mid-2009. The responsibilities of this position have increased significantly over time.

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10. Position Summary:

This position is responsible for advanced-level professional planning work within the Comprehensive Planning and Development Review Section of the Planning Division in the Department of Planning and Community and Economic Development. The position is characterized by independent work performed under general supervision and includes ongoing responsibility for coordination and administration of key elements of the development review process, including providing leadership and direction to Planner 1 and 2 positions and technical and clerical staff. Primary responsibilities of the position also include case management and the coordination, review, and evaluation of development proposals presented to the Madison Plan Commission and Common Council for approval, including zoning map amendment, conditional use and land subdivision applications. Assignments include professional level research and analysis; analysis and evaluation of proposed projects for consistency with ordinance requirements and adopted plans; report writing; counseling of applicants, property owners, developers and their consultants; preparations for and facilitation of meetings; and presentations to other staff, City agencies and policy bodies, individual elected officials and the public. Other activities may be assigned as required.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 50% A. Manage and coordinate the case review of zoning map amendment, conditional use and land subdivision applications, including Planned Developments and more complex projects requiring familiarity with the City's planning context. Includes primary responsibility for administrative Certified Survey Map reviews and review of proposals located within the City's extraterritorial plat approval jurisdiction. Function as Planning Division point person, liaison with applicants.
- A.1. Schedule, conduct and participate in preapplication meetings with prospective applicants to review applicable plans, regulations and procedures.
  - A.2. Meet with applicants, coordinate the application review with other agencies, utilities and the public to address and resolve issues related to specific development proposals.
  - A.3. Evaluate proposed developments for conformance with City plans, ordinances and standards, and interpret ordinances and policies as applied to projects. Prepare written staff reports and recommendations for Plan Commission and Common Council consideration. Conduct necessary research and field visits to development sites as required.
  - A.4. Prepare written correspondence with applicants following Plan Commission or Common Council action summarizing the conditions of approval or reasons for non-approval.
  - A.5. Following approval, review final development drawings and related materials for compliance with applicable conditions of approval. Coordinate final plat and Certified Survey Map signoff for applicant recording.
- 15% B. Assist in general processing of zoning map amendment, conditional use and land subdivision applications.
- B.1. Coordinate and assist technical and support staff in the processing and circulation of applications for interdepartmental review. Coordinate the Development Assistance Team meetings, including insuring that upcoming Plan Commission matters are on the DAT agenda, and scheduling DAT referrals from other agencies.
  - B.2. Participate in application intake meetings where all new applications are reviewed for completeness, and in preliminary staff evaluation meetings where new applications are reviewed with case managers and other planners to identify potential issues.
  - B.3. Prepare and maintain the Upcoming Plan Commission Matters summary table listing all pending applications, dates of Plan Commission and Common Council consideration, and agency comment due dates. Schedule and coordinate case assignments, subject to supervisor review.
  - B.4. Assist in providing direction and leadership to Planner 1 and 2 positions, technical and clerical staff, interns and hourly employees in carrying out assigned projects.
  - B.5. Assist the City Attorney's Office in drafting zoning map and text amendment ordinances.
- 15% C. Plan Commission Administrative Services
- C.1. Assist in scheduling Plan Commission meetings, including developing the annual Plan Commission meeting schedule.
  - C.2. Prepare and enter Plan Commission agendas in Legistar, and recommend items for the Plan Commission consent agenda in collaboration with other staff.
  - C.3. Primary responsibility for ensuring that Plan Commission public hearing notices are prepared and sent out.
  - C.4. Primary responsibility for collection and assembly of materials for preparation of the Plan Commission agenda packets by support staff.
  - C.5. Attend and provide professional staff support at Plan Commission meetings; assist with the conduct of public hearings; prepare Plan Commission minutes as required.
  - C.6. Ensure that Plan Commission action items are reported to the Common Council. Review and check Council agendas and follow up to address any errors or omissions.
- 05% D. Assist in conducting land use, physical development, special project and other related planning studies. Participate in the development of master plan elements, including land use plans and neighborhood development plans. Perform or assist in performing site analysis, data collection and conceptual planning. Conduct special research studies as require. Prepare and present informational materials and graphics.

- 7% E. Participate in team planning efforts including internal process improvement activities.
  - E.1. Participate as a member of the Zoning Text Amendment Staff Team to evaluate potential problems with the Zoning Code and develop proposed amendments, as required.
  - E.2. Assist in general departmental and division efficiency initiatives, including preparation of improved application forms, transition from paper to electronic processes, and increasing access to planning information via the Internet.
- 5% F. Provide information and analysis to City officials and agencies, the general public, prospective developers and other interested parties regarding City plans, policies and procedures and other Planning Division services, by telephone, email and in person. Attend neighborhood meetings and other meetings as necessary to represent the Planning Division.
- 3% G. Maintain planning information systems and data bases related to assigned areas of responsibility. Participate in the development of department, division or section databases as required.

12. Primary knowledge, skills and abilities required:

Thorough knowledge of applicable land use, community planning and urban design theories, principles and practices—including understanding how the individual components of a plan must work together to create engaging and efficient neighborhoods that advance community planning objectives. Knowledge of applicable state and local ordinances, review processes and design considerations and their application, and the ability to read and analyze various plan materials customarily submitted to the Plan Commission, such as architectural drawings and site, grading and landscape plans. Knowledge of current legal issues as may pertain to municipal planning and zoning affairs. The position requires the ability to think creatively, to collect, organize and understand information and communicate it effectively both orally and in writing, including the ability to accurately prepare detailed reviews and reports for the Plan Commission and Common Council on development activities. The ability to plan and structure analysis for planning projects and to exercise independent judgment and discretion in completing projects. The ability to work productively in a group setting and maintain effective working relationships with applicants, other agency staff, community, neighborhood and business groups, and the general public is essential.

13. Special tools and equipment required:

Personal computer applications, such as word processing, spreadsheets, data base management, and mapping and graphics programs.

14. Required licenses and/or registration:

This position requires a valid driver's license.

15. Physical requirements:

This position must be able to physically access and inspect development sites throughout the city, and will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

16. Supervision received (level and type):

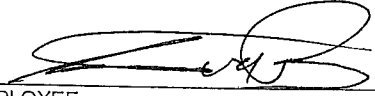
This position receives assignments and general supervision from the Principal Planner. Projects may be reviewed by the Principal Planner or Planning Division Director as required.

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).

  
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EMPLOYEE

19 July 2013  
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).

  
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SUPERVISOR

July 12, 2013  
DATE

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