

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):  
Brian A. Grady  
Work Phone: 261-9980
2. Class Title (i.e. payroll title):  
Planner I
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 & Community & Economic Development  
Planning Division  
Comprehensive Planning and Development Review Section
6. Work Address:  
Room LL-100  
215 Martin Luther King, Jr. Blvd  
P.O. Box 2985  
Madison, WI 53701-2985
7. Hours/Week: 38.75  
Start time: 8:00 AM End time: 4:30 PM
8. Date of hire in this position:  
July 31, 2006
9. From approximately what date has employee performed the work currently assigned:  
July 31, 2006

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10. Position Summary:

This position is responsible for professional urban and community planning work in the Comprehensive Planning and Development Review section of the Planning Division within the Department of Planning & Community & Economic Development. The position is characterized by independent work performed under general supervision. The principal function of this position is participation in, and professional support to, planning activities related to the development, maintenance and implementation of elements of the City of Madison master plan, including the Comprehensive Plan, neighborhood development plans and special area plans. Assignments will also include professional level research and analysis, report writing, and preparations for, and participation in, meetings and presentations to other staff, City agencies and policy bodies, 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.)

- 72% A. Provide professional support for the preparation and maintenance of the Comprehensive Plan, neighborhood development plans, and special area plans.
  - 20% 1. Collect and compile background information and data from existing plans and studies, City, County and State data bases, the U.S. Census, maps, aerial photographs, field work and other sources, and prepare it for analyses and presentation.
  - 14% 2. Meet with relevant City agencies, policy boards and commissions, community and neighborhood organizations, property and business owners, and the general public, both individually and in groups, to provide information, discuss issues, identify opportunities and problems, and develop recommendations for inclusion in City plans.
  - 13% 3. Prepare or assist in the preparation of intermediate planning studies, analyses, discussion papers, presentation displays or other materials necessary to the planning process.
  - 25% 4. Participate in drafting and editing the Comprehensive Plan, neighborhood development and special area plans, Central Urban Service Area amendment applications, and other planning documents.
- 10% B. Conduct and participate in *ad hoc* research studies, and prepare information summaries, policy analyses, and reports on planning issues at the request of the Mayor, Common Council, City boards, commissions and committees, or Department of Planning & Community and Economic Development supervisors, as assigned.
- 3% C. Assist in providing direction and leadership to Planning Technicians, interns, and hourly employees in carrying out assigned projects.
- 5% D. Participate in other Comprehensive Planning and Development Review Section activities, including preliminary staff evaluations of development proposals, and internal organization and process improvement activities.
- 5% E. Maintain planning information systems and data bases related to assigned areas of responsibility. Participate in the development of Department, Division or Section data bases as required. Includes website maintenance activities.
- 5% F. Maintain good communications and effective working relationships with City and County agencies, public officials, community and neighborhood groups, property owners and others involved with City planning activities.

12. Primary knowledge, skills and abilities required:

The primary focus of this position is on providing professional level planning and support to the development, maintenance, and implementation of City of Madison master plan elements; and participation in research, analysis, and data maintenance activities related to the work of the Comprehensive Planning and Development Review Section. The position requires working knowledge and understanding of applicable land use and community planning theory, principles and practices, and the ability to take a comprehensive approach to planning---including understanding how the individual components of a plan (such as land use, transportation, parks and open space, and urban design) must work together to create engaging and efficient neighborhoods that advance community planning objectives. The position requires knowledge of applicable State and local ordinances, government review processes and design considerations and their application. The position requires the ability to think creatively, to collect, organize and understand information, and to communicate it effectively to others both orally and in writing---including tabular, graphic, and map formats. The position requires the ability to plan and structure analysis for planning projects and to exercise independent judgment and discretion in completing projects. The position also requires the ability to work productively in a group setting and to develop and maintain effective working relationships.

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13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None

15. Physical requirements:

None

16. Supervision received (level and type):

Projects are assigned by the Principal planner and the position receives general supervision from the Principal Planner or a Planner IV or Planner III managing a specific project or activity.

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).

Brian Gray  
EMPLOYEE

6-18-2010  
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).

Michael Waidelich  
SUPERVISOR

6/18/10  
DATE

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