

CITY OF MADISON POSITION DESCRIPTION

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

Work Phone:

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

Planner 2

3. Working Title (if any):

Library Planner

4. Name & Class of First-Line Supervisor:

Mark Benno, Administrative Services Manager

Work Phone:

5. Department, Division & Section:

Library

6. Work Address:

7. Hours/Week:

Start time: End time:

8. Date of hire in this position:

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

10. Position Summary:

This is responsible professional library planning work within the Madison Public Library. This work primarily involves the collection and analysis of a wide range of community and urban planning information; the preparation of library planning documents, analytic reports, and graphic materials; and providing related information, interpretations, evaluations and recommendations regarding library planning strategies, processes, policies and Library Board directives.

Employees exercise developed expertise in the design and completion of diverse library planning projects, as assigned and effectively participate in neighborhood library policy formulation. This work is characterized by acquired expertise in the development and application of urban and community development plans, strategies and standards. Work is performed under the supervision of the Library Administrative Services Manager.

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

- 50% A. Assist in providing planning and programming resources for establishing a comprehensive plan in the deployment of library services for Madison's eastside in conjunction with the identified capital projects of the Pinney relocation, the Hawthorne relocation, a Northeast Library, and Grandview Commons. Duties would include, but would not be limited to:
1. Creating and conducting marketing research, surveys, community analysis with assistance in gathering and compiling information, organization and execution of public forums, plus the compiling of the research into a final comprehensive plan and related planning studies. Prepare written reports and analysis, and make related oral presentations.
 2. Assist in preparing library land use plans, interpreting neighborhood development plans and studies analyzing the effects of library site criteria on the delivery of library services and on community development patterns.
 3. Prepare and present related work products and reports. Participate in the development of design concept physical plans.
 4. Provide information to the general public and interested parties regarding library development plans and other Division services.
 5. Prepare and coordinate preparation of Library Board and staff review comments on proposed library sites.
 6. Conduct varied analysis and administrative support services relative to the review of development and land use plans for conformance with city plans, ordinances and standards.
 7. Maintain and create library planning information systems and data bases related to assigned area of responsibility.
- 20% B. Assist in conducting diverse physical planning studies and special projects.
1. Participate in the development of library site criteria and master plans.
 2. Assist in performing site analysis and data collection, coordinating public and departmental review and performing conceptual planning.
 3. Perform plan review for conformance with approved conditional uses, rezonings, etc.
- 20% C. Participate in various team planning efforts.
1. Conduct special research and data collection.
 2. Prepare and present informational materials/graphics.
 3. Coordinate administrative and technical support on an assigned project.
- 10% D. Exercise developed expertise in the design and completion of diverse library planning projects, as assigned, including a detailed analysis on the feasibility of collecting Impact Fees for library facilities.
1. Effectively participate in policy formulation.
 2. Assist in planning, scheduling, and conducting related work sessions and public meetings.
 3. Prepare cost estimates, preliminary plans, working drawings and specifications, and perform construction and site inspection.
 4. Provide design assistance on library improvement projects; and other development, as appropriate.
 5. Perform related work as required.

12. Primary knowledge, skills and abilities required:

Working knowledge of applicable land use, community planning, transportation planning and urban design theories, principles, and practices. Working knowledge of and ability to use computer software applicable to the duties of the position. Knowledge of local ordinances and laws, governmental review processes, and design considerations and their application. Ability to communicate effectively both orally and in writing. Ability to develop and maintain positive and effective relationships. Ability to review development plans and specifications and to identify planning issues. Ability to prepare and present related graphic and design materials. Ability to create and deliver presentations to large groups of people. Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses,

and to conduct research. Ability to deal with complex information, to identify problems, and to conduct relevant research and analysis and prepare narrative and statistical reports. Ability to attend meetings during the evening or on weekends. Ability to physically inspect construction sites. Ability to plan, and structure analysis for planning projects. Ability to exercise judgment and discretion in completing independent projects. Ability to coordinate and manage planning projects, team activities and citizen group efforts. Ability to maintain adequate attendance.

13. Special tools and equipment required:

14. Required licenses and/or registration:

Ability to meet the transportation requirements of the position.

15. Physical requirements:

Incumbents must be able to physically access and inspect construction sites throughout the City. In addition, incumbents will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

16. Supervision received (level and type):

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.