

CITY OF MADISON POSITION DESCRIPTION

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

Rebecca Cnare

Work Phone: 266-4957

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

Planner 4

3. Working Title (if any):

same

4. Name & Class of First-Line Supervisor:

William A. Fruhling
Principal Planner

Work Phone: 267-8736

5. Department, Division & Section:

Department of Planning and Community and Economic Development
Planning Division
Neighborhood Planning, Preservation and Design Section

6. Work Address:

126 South Hamilton Street
Madison, Wisconsin 53701

7. Hours/Week: 38.75

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

8. Date of hire in this position:

March 3, 2009 (hired as a Planner 2 in July 2003 and reclassified to a Planner 3 in 2009)

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

Approximately mid-2013. The responsibilities of this position have increased significantly over time, but when the Downtown Coordinating Committee (DCC) was reconstituted, Rebecca was the clear choice to staff that committee because of her unique abilities to bring together diverse groups to develop and implement policy. The new DCC started meeting in October 2013 and its influence on critical downtown issues has steadily grown under Rebecca's direction. This has led to the creation of many more partnerships and activities on critical issues of health, safety and design. She has also played a key leadership role in City initiatives across the city, but this represents a milestone in her responsibilities and influence that was clearly beyond her current Planner 3 classification.

10. Position Summary:

This position is responsible for advanced-level professional planning work within the Neighborhood Planning, Preservation and Design Section of the Planning Division in the Department of Planning and Community and Economic Development. The position is characterized by a high degree of independent decision making performed with limited supervision and includes ongoing responsibility for significant elements of the City's planning and placemaking program, including leading and directing professional, technical and clerical staff. It requires the ability to work effectively with citizen and business groups, developers, City boards and commissions, the Common Council and staff from other City departments

and agencies on an on-going basis to coordinate the development and implementation of plans and policies.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
 - 40% A. Manage the development and implementation of a variety of complex neighborhood, project, and urban design plans.
 - A.1. Conceptualize creative but realistic design and development schematics for vacant or underutilized public and private land.
 - A.2. Develop recommendations and strategies to achieve plan recommendations and lead implementation efforts, including managing staff from multiple City agencies.
 - A.3. Create a detailed work plan (including assignments for team members) that recognizes the appropriate level and types public engagement and fully and effectively addresses anticipated "political" issues (internal and external).
 - 30% B. Lead and coordinate City efforts in Downtown Planning and citywide Placemaking.
 - B.1. Provide professional staff support, leadership, and direction to the Downtown Coordinating Committee.
 - B.2. Lead multi-agency staff teams to identify issues, evaluate and recommend potential solutions to identified issues (including those with significant policy issues), coordinate policymaker approvals, and oversee implementation.
 - B.3. Serve as the City's point of contact for the media, public, and policymakers.
 - 15% C. Coordinate efforts to address community wide issues.
 - C.1. Research and analyze data on a wide variety of land use and development, design, public works, programming and other topical issues and trends as they arise to help formulate appropriate City responses.
 - C.2. Coordinate with the Mayor, alders, other City staff and boards and commissions to understand all aspects of complex issues and recommend courses of action, including standards, policies, and ordinances.
 - C.3. Lead or participate in implementation efforts.
 - 15% D. Provide professional leadership to other Planning Division efforts, and those lead by other City agencies.
 - D.1. Represent the Department's and City's positions in projects lead by the Department or other City agencies.
 - D.2. Actively participate in staff teams to facilitate the development of a variety of plans, including serving on the Planning Division's Development Design Review Team, and serving as the primary backup to the Preservation Planner.
12. Primary knowledge, skills and abilities required:

13. Special tools and equipment required:

None.

14. Required licenses and/or registration:

None.

15. Physical requirements:

Good health and the ability to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends.

16. Supervision received (level and type):

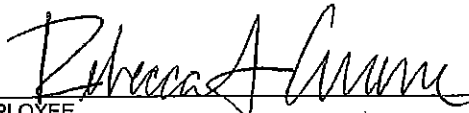
This position receives assignments and general supervision from the Principal Planner.

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

10-10-2017

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).

William A. Finney
SUPERVISOR

10. OCT. 17
DATE

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