

CITY OF MADISON POSITION DESCRIPTION

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

Ryan Jonely

Work Phone: n/a

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

Planner 1

3. Working Title (if any):

Urban Planner

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 S Hamilton St.
Madison, WI 53703

7. Hours/Week: 38.75

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

8. Date of hire in this position:

As soon as possible

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

n/a

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10. Position Summary:

Under the direction of the Principal and Senior Planners, this position serves as an integral staff resource for many of the responsibilities of the Neighborhood Planning, Preservation, and Design Section of the Planning Division. This position is primarily responsible for providing professional level planning support for established neighborhoods and special project planning efforts. It will also involve a variety of related neighborhood support activities and other professional planning level assignments, as well as data and information gathering, analysis and presentation. The position requires the ability to work effectively with diverse citizen populations, business groups, developers, City boards and commissions, the Common Council and staff from other City departments to coordinate the development and implementation of plans and projects. Work is performed under general supervision.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)
- 30% A. Provide professional support for neighborhood planning efforts.
 1. Assist or lead the preparation of planning studies and reports in support of new and updated plans, programs, and implementation strategies.
 2. Serve as a liaison by working collaboratively and establishing and maintaining effective communications and positive relationships with the public, community groups, neighborhood-based and community service nonprofits, government agencies, developers and elected officials in developing neighborhood plans.
 3. Represent the department at meetings of civic, business, and community groups and public agencies.
 4. Create and organize illustrative, graphic, and written materials for presentation and provide visual recommendations and/or solutions to the Plan Commission, other governmental agencies, and the public to clearly communicate concepts and proposals.
 5. Facilitate the implementation of neighborhood plan recommendations.
 - 25% B. Provide a variety of data to help City staff, policymakers and the public understand trends occurring within the community.
 1. Support neighborhood planning studies (including research, analysis, and mapping) and produce written technical reports and presentations.
 2. Conduct field evaluations and assessments.
 - 25% C. Support the expanding Historic Preservation Planning and Municipal Arts programs.
 1. Assist in all aspects of the historic preservation program, including the creation and implementation of the Historic Preservation Plan.
 2. Assist in all aspects of the growing public art program, including the implementation of the percent for the arts ordinance.
 - 10% D. Provide general assistance on other activities within the Neighborhood Planning, Preservation, and Design Section and Planning Division.
 1. Provide general and technical assistance to other professional staff within the Section and Division on other planning activities as needed, including general research.
 - 10% E. Coordinate a variety of neighborhood support efforts.
 1. Work with City staff and neighborhood representatives in leading projects, such as neighborhood conferences, neighborhood website and database, and neighborhood grant program.
 2. Attend frequent neighborhood meetings, which often occur in the evenings and occasionally on weekends.
12. Primary knowledge, skills and abilities required:

This position requires a solid understanding of urban planning principles and techniques-- especially an ability to take a comprehensive approach to neighborhood planning, including an understanding of how individual components (such as land use, transportation, parks and open space, and urban design considerations) affect that "big picture view". It also requires:

- Knowledge of principles and practices of research and data collection, including extensive GIS, database, and other analytical tools.
- Knowledge of a public participation practices, tools and strategies. The ideal candidate will understand the cultural needs of communities and have a commitment to working with African American, Hispanic/Latino, and/or Southeast Asian communities and with lower income populations.
- Strong oral communication and interpersonal skills, the ability to make strong presentations.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Strong written communication skills.

- Proficiency in using tools such as Microsoft Office, Adobe Illustrator, Photoshop, and website design and maintenance.
 - Ability to work effectively in a team structure to complete tasks in a timely fashion under minimal supervision; manage multiple projects simultaneously.
 - Knowledge of the principles and practices of preserving and enhancing existing neighborhoods while balancing the growth objectives of the City.
 - The ideal candidate will have experience working with a variety of city agencies and disciplines in designing and implementing policies and strategies that support neighborhood livability, sustainability and address socioeconomic inequities.
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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):

This position receives general supervision from the Principal Planner, and will sometimes receive day-to-day task supervision from a Planner 3 or 4 managing a specific project.

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.