

CITY OF MADISON POSITION DESCRIPTION

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

Angela Puerta

Work Phone: 267.8649

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

Planner 3

3. Working Title (if any):

Planner 3 (Bilingual)

4. Name & Class of First-Line Supervisor:

William A. Fruhling

Work Phone: 267.8736

5. Department, Division & Section:

Department of Planning + Community + Economic Development

Planning Division

Neighborhood Planning, Preservation + Design Section

6. Work Address:

215 Martin Luther King, Jr. Blvd, Suite 017

7. Hours/Week: 38.75

Start time: 8:00 am End time: 4:30 pm

8. Date of hire in this position:

n/a

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

Approximately late 2019. The responsibilities of this position have increased significantly over time, but the South Madison Neighborhood Plan was the first major planning effort that the employee played a major leadership/project management role and fully required her to assume significant ongoing Planner 3 level responsibilities.

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10. Position Purpose: (How this position fits into the overall mission, vision, and goals of your agency and work unit.)

The Planning Division prepares a wide variety of plans and provides analysis and support to many policy initiatives. As described herein, this position requires an individual with a broad range of skills and abilities to advance this work.

11. Position Summary:

This position is responsible for senior level work for a variety of complex activities within the Neighborhood Planning, Preservation and Design Section of the Planning Division. This position requires a high degree of independence and leadership in the development of programs, plans, and policies and internal process improvements. These assignments also require a high level of judgment, discretion, creative approaches to issues facing the City, and understanding of the immediate and future impacts of decisions. Strong project management skills are necessary to manage multiple planning activities and teams simultaneously. This position requires a thorough understanding how to effectively engage with diverse and multicultural community members and stakeholders impacted by planning processes, designing engagement plans, and leading their implementation. This position involves advising and working directly with the Mayor and Common Council and other policymakers, including City boards and commissions, as well as working with staff from other City departments and agencies on an on-going basis.

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

50% A. Manage and coordinate the development of a variety of plans, including neighborhood plans, special area plans, project plans, and topic-specific plans, including translation.

1. Develop scopes, workplans and public engagement strategies to guide planning processes that typically last up to one year and sometimes longer.
2. Lead multi-agency staff teams to identify issues, evaluate and recommend potential solutions to identified issues, forge the City staff's positions (including those with significant policy implications), prepare written staff reports and recommendations for consideration by City boards/commissions/committees, and the Common Council.
3. Conduct or lead other staff in data collection and analysis, including the preparation and presentation of written and graphic materials and making presentations to neighborhood and stakeholder groups, City boards/commissions/committees, and the Common Council.
4. Facilitate the adoption of draft plans, including preparing adopting resolutions, making presentations to referral bodies, and publishing the final document.
5. Serve as the City's point of contact for the media, public, and policymakers regarding planning processes for which this position is the project manager.
6. Facilitate plan implementation by advocating for budget and other City activities to carry out the plan's recommendations and by continuing coordination with non-City entities for several years following adoption.

20% B. Lead efforts to expand and enhance Madison's music ecosystem.

1. Represent the City on a multi-jurisdictional Project Management Team established to coordinate efforts among entities to support musicians, venue owners, and other associated parties.

2. Lead efforts to enhance Madison's highly complex music ecosystem for the benefit of the community, including for example, improving tax revenue, employment opportunities, tourism, quality of life, and resident connections.
3. Serve as the primary staff in coordinating with other City agencies and policymakers to address issues, develop policies and programs, and seek funding.
4. Work directly with musicians, venue owners and other stakeholders to understand and address issues.

15% C. Lead efforts to develop and implement City policies, including recommendations in the Comprehensive Plan.

1. Provide leadership through the initial scoping, management, and completion of complex planning processes and projects.
2. Prepare resolutions to guide planning processes and other Planning Division projects.
3. Effectively lead staff teams and manage projects involving contributions from Planning Division colleagues, interagency staff, interns, and consultants.
4. Provide primary staff support to policy review bodies; and coordinate/facilitate administrative considerations to implement decisions.

15% D. Provide professional staff support, including translation, to other Planning Division and citywide projects.

1. Co-lead and support a variety of neighborhood support efforts, such as the annual Neighborhood Grant Program.
2. Advise on various elements of the City's Comprehensive Plan, subarea plans, and development proposals.
3. Mentor newer employees and supervise and/or contribute to the work plans and supervision of Planning Division interns.
4. Assist Principal Planners and the Planning Division Director as needed.
5. Participate in other Planning Division or citywide efforts as assigned.

13. Primary knowledge, skills and abilities required:

- a. Thorough knowledge of applicable land use, community and neighborhood planning, urban design, placemaking, and sustainability theories, principles and practices.
- b. Knowledge, abilities and skill in the creative process of design, from problem definition to the formulation of concept plans or solutions, to the implementation of plan recommendations, including use of a variety of graphics software
- c. Ability to independently scope, structure analysis, manage, and carry out planning projects, processes, and implement planning initiatives, including mentoring, coordinating, and reviewing the work of Planning Division colleagues.
- d. Ability to exercise judgment and discretion in completing independent projects.
- e. Thorough knowledge of and ability to use computer software applicable to the duties of the position.
- f. Working knowledge of local ordinances and laws, governmental review processes, and design considerations and their application.
- g. Working knowledge of project management techniques and leadership principles and practices.
- h. Ability to communicate effectively both orally and in writing and to prepare and present related graphic and design materials.
- i. Ability to work effectively with multicultural populations, including the ability to create and deliver presentations to diverse groups of people.

- j. Ability to draft a variety of correspondence and reports, conduct statistical analyses, conduct research, and to deal with complex information, identify problems, and prepare narrative and statistical reports.
- k. Ability to inspect (either in person or remotely) and understand the attributes of sites or transportation facilities throughout the city.
- l. Ability to develop and maintain positive and effective relationships with colleagues, including staff across city agencies and stakeholders in planning processes.
- m. Ability to provide primary staff support to policy review bodies and to work with interagency staff to facilitate the implementation of their decisions.
- n. Ability to reflect on completed projects and identify needed areas of improvement.
- o. Ability to manage work within allocated budgets and timeframes.
- p. Ability to adapt to changing priorities within the Planning Division and citywide.
- q. Ability to assist in policy and ordinance development.
- r. Ability to maintain adequate attendance.

Special Requirements

- a. Ability to meet the transportation requirements of the position.
- b. Incumbents will be expected to attend meetings and provide presentations outside the normal work schedule, including evenings and weekends. Employees can flex schedules in order to accommodate these meetings as work permits.
- c. While not required, Planning Division employees are encouraged to pursue accreditation with the American Institute of Certified Planners (AICP) or an analogous professional license or organization

Training and Experience:

Four years of professional planning experience with a variety of complex planning projects similar to that of a Planner 2 at the City of Madison and one year of experience with program management or project management involving teams. Such experience would normally be gained after graduation from an accredited college or university with a degree in Architecture, Landscape Architecture, Architectural History, Historic Preservation, Urban Studies, Urban and Regional Planning, Geography, Community Development, Real Estate Development, Civil Engineering, and other related studies or programs. A Master's Degree pertinent to the position may be considered as a substitution for 1 year of experience. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered

14. Special tools and equipment required:

None

15. Required licenses and/or registration:

None

16. Physical requirements:

None

17. 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 4 managing a specific project.

18. 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).

19. 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

20. 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

Instructions and additional forms are available from the Human Resources Dept., Room 261, Madison Municipal Bldg., calling 266-4615 or visiting cityofmadison.com/employeenet/policies-procedures/position-descriptions.