

## CITY OF MADISON POSITION DESCRIPTION

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

Linda Horvath

Work Phone: 267-1131

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

Planner 3

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:

Madison Municipal Building, Suite LL-100  
215 Martin Luther King, Jr. Blvd.  
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 8, 2009 (hired as a Planner 1 in June 2006 and reclassified to a Planner 2 in 2009)

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

Approximately mid-2010. The responsibilities of this position have increased significantly over time, but the Arbor Hills-Leopold Neighborhood Plan (which began in 2010) was the first major planning effort that the employee led from beginning to end and fully required her to assume significant Planner 3 level responsibilities.

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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 independent work performed under general supervision and includes ongoing responsibility for significant elements of the City's neighborhood planning program, including providing leadership and direction to professional, technical and clerical staff. Managing comprehensive neighborhood planning processes and leading efforts to support the city's neighborhoods are primary responsibilities of the position. 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 (including program and policy recommendations) of these plans. It also requires the ability to exercise a high degree of independent decision making under limited supervision.

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

60% A. Manage and coordinate the development of comprehensive neighborhood plans.

- A.1. Develop workplans and public engagement strategies to guide year-plus-long neighborhood planning efforts.
- A.2. Provide professional staff support to City-appointed steering committees, including making presentations on issues and alternative solutions, consensus building, preparing meeting agendas and minutes.
- A.3. 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 issues), prepare written staff reports and recommendations for Plan Commission and Common Council consideration.
- A.4. Conduct or lead other staff in data collection and analysis, including the preparation and presentation of written and graphic materials and making presentations to the steering committee, neighborhood and stakeholder groups, City boards/commissions/committees, and the Common Council.
- A.5. Facilitate the adoption of draft plans, including preparing adopting resolutions, making presentations to referral bodies, and upon adoption publishing the final document.
- A.6. Serve as the City's point of contact for the media, public, and policymakers.
- A.7. Facilitate plan implementation by ensuring that budget and other City activities carry out the plan's recommendations and by continuing coordination with non-City entities for several years following adoption. Examples include: health impact assessments, traffic calming, pedestrian and bicycle facilities, park enhancements, housing rehabilitation, and community programming.

20% B. Lead efforts to support neighborhoods in addressing issues.

- B.1. Manage the annual Neighborhood Grant Program, including developing/refining criteria, publishing materials, advising neighborhood associations on potential projects, overseeing the staff team review, coordinating with other City agencies, developing final recommendations and drafting approval resolutions for consideration by the Board of Estimates and Common Council, negotiating contracts with grant recipients, and overseeing project implementation.
- B.2. Co-Lead a Neighborhood Resource Team to coordinate efforts of City departments and outside agencies in identifying, strategizing and implementing measures to address issues in a challenged neighborhood.
- B.3. Co-Lead development of the biennial Mayor's Neighborhood Conference, including participating in the development of the multi-track program, publicity, arranging for and managing presenters, and many other associated tasks.

10% C. Provide professional staff support to other neighborhood and project planning efforts.

- C.1. Represent the Department's and City's positions in projects lead by the Department or other City agencies.
- C.2. Assist in keeping neighborhood website current.

10% D. Provide general neighborhood assistance

- D.1. Serve as a first point of contact for neighborhood inquiries.

12. Primary knowledge, skills and abilities required:

- a. Thorough knowledge of current theories, principles and practices of city planning, architecture, new urbanism, landscape architecture, neighborhood planning, placemaking, sustainability, health and equity planning, and the creative process of design in general;

- b. Comprehensive understanding of the principles of design and planning for downtown areas, neighborhoods, and communities;
- c. Ability to research and collect data to develop a variety of planning projects and coordinate their successful implementation;
- d. Working knowledge of the laws and regulations governing planning and zoning;
- e. Communication and facilitation skills necessary to provide primary staff support to a variety of public and private groups, professionals, alderpersons, appointed ad hoc committees and the public on a continuous basis on often controversial subjects;
- f. 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;
- g. Ability to provide leadership to professional and paraprofessional staff, and to assign and supervise work to accomplish planning efforts;
- h. Ability to communicate effectively in graphical, written and oral formats.
- i. Training in facilitation techniques for groups, including group dynamics, processes, etc.

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

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.