

CITY OF MADISON POSITION DESCRIPTION

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

Heather Stouder

Work Phone: 266-5974

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

Planner 2

3. Working Title (if any):

same

4. Name & Class of First-Line Supervisor:

Jay Wendt & Bill Fruhling,
Principal Planner

Work Phone: 267.8741 & 267.8736

5. Department, Division & Section:

Department of Planning and Community and Economic Development
Planning Division
City Design and Plan Implementation Section &
Comprehensive Planning and Regional Cooperation Section
(50%-50% split time)

6. Work Address:

Room LL.100
215 Martin Luther King, Jr. Blvd.
PO Box 2985
Madison, WI 53701-2985

7. Hours/Week: 38.75

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

8. Date of hire in this position:

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

-
10. Position Summary:

This position is responsible for professional development review, analysis, policy formulation, and urban and community planning work within the City Design and Plan Implementation Section & the Comprehensive Planning and Regional Cooperation Section of the Department of Planning and Community and Economic Development. It is responsible, senior level planning work performed under general supervision. This position is a split position between two sections with the principal functions of this position being development review along with leading, and providing professional support to, major planning activities related to the development, maintenance and implementation of the City's

Comprehensive Plan, neighborhood development plans and special area plans. This includes providing primary staff support to commissions and policy review bodies; coordination of administrative considerations to implement decisions, and significant responsibility for policy/strategy formulation. This position provides leadership and mentoring to subordinate planners, paraprofessional and technical staff, clerical staff, and interns.

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

50% A. Provide leadership in development review and analysis of adopted plans.

- 25% 1. Provide detailed development review of special projects in planned growth areas with significant development opportunities.
- 10% 2. Staff to the Plan Commission.
- 10% 3. Provide analysis and interpretation of adopted plans and documents and their application in various development proposals.
- 5% 4. Provide staff support and mentoring during periods of transition and absences.

50% B. Provide leadership in the development and maintenance of the Comprehensive Plan, Neighborhood Development Plans and Special Area Plans.

- 15% 1. Facilitate updates to the Comprehensive Plan. Draft new Neighborhood Development Plans and Special Area Plans and updates to these plans.
- 10% 2. Coordinate with relevant City agencies, policy committees, community and neighborhood organizations, property owners and the general public to provide information, discuss issues, identify opportunities and develop recommendations for inclusion in City plans.
- 10% 3. Compile background information from various databases, existing plans and studies, field work and other sources and prepare it for analysis and presentation.

12. Primary knowledge, skills and abilities required:

This position requires a thorough knowledge of applicable land use, community planning, transportation planning, and urban design theories, principles and practices, and related ordinances and statutes. Ability to exercise judgment and discretion to coordinate and manage planning projects, team activities and citizen group efforts, including assigning, coordinating and reviewing the work of subordinates. Ability to independently plan and carry-out planning projects and implement planning initiatives. Ability to provide primary staff support to policy review bodies and to facilitate the implementation of their decisions. Ability to assist in policy and ordinance development. Ability to communicate effectively orally, graphically, and in writing. Ability to develop and maintain positive and effective relationships. 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 maintain adequate attendance.

13. Special tools and equipment required:

None

14. Required licenses and/or registration:

None

15. Physical requirements:

None

16. Supervision received (level and type):

Projects are assigned by the Principal Planner and the position receives general supervision from the Principal Planner or a Planner IV managing a specific project or activity.

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.

