



POSITION DESCRIPTION

Position Title: Planner

Reports to: Community Development Director

FLSA Status: Exempt

Status: Regular Full-Time

Grade: V

Hours of Work: Primarily regular dayshift office hours with some evening and weekend work as needed.

Statement of Duties

Position performs administrative and planning functions for the Community Development Department. The work involves providing information and education to the public and developers regarding planning and zoning matters, providing technical support to the Plan Commission and Community Development Committee of the Village Board, and Village Board, and providing technical support and assistance to the Historic Preservation Commission.

Supervision

Employee works under the general direction of the Community Development Director, planning and performing work in accordance with standard practices and previous training. Employee has substantial responsibility and independence performing work activities, including determining the work methods. Employee solves most problems of detail or unusual situations by adapting methods or interpreting instructions. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor. The supervisor reviews recommendations and determinations prepared by the employee for accuracy and appropriateness.

Employee does not exercise any supervisory responsibilities.

Employee has access to confidential information of the department concerning development projects.

Employee is required to work outside of normal business hours as required to perform position duties.

Job Environment

The work requires examining, analyzing and evaluating facts and circumstances surrounding each application, and determining compliance with codes and regulations, and applicable state and federal laws. Work is performed under policies, practices and precedents which may be complex or conflicting, at times. Employee uses judgment to analyze specific situations and determine appropriate actions. Employee is expected to understand, interpret and ensure compliance with complex federal, state and local regulations.

Errors can result in adverse public relations, a delay or loss of service, monetary loss, and/or legal repercussions.

The position has frequent contact with the public, consultants, and developers to provide information and answer inquiries regarding planning and development issues. Other contacts are with engineers, attorneys, consultants, local businesses and organizations, non-profit organizations, other governmental agencies, other village departments, local boards and committees. The purpose for contact is to exchange information, coordinate and facilitate projects, and resolve problems. Contacts are usually made in writing, in person, via e-mail, and on the telephone.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

1. Reviews development cases and zoning applications, meets with applicants when necessary, prepares review letters for applicants and staff reports for Plan Commission and Village Board.
2. Provides technical support and assistance to the Plan Commission and Community Development Committee of the Village Board, and Village Board if necessary.
3. Provides assistance to the public and development community; provides information regarding planning, preservation, Downtown Oswego.
4. Provides technical support and assistance to the Historic Preservation Commission as required.

5. Coordinates Historic Preservation efforts within the Village of Oswego, including reviews and prepared staff reports regarding applications; reviews ordinances; implements surveying; works with State Historic Preservation Office; and coordinates the public process of drafting design guidelines improvement program and public process of drafting the downtown design guidelines.
6. Provides staff assistance to the ECO Committee including the coordination of ECO sponsored events and projects such as Earth Day/Arbor Day, Recycling Extravaganza, America Recycles Day, and workshops for the public and staff.
7. Writes, secures, and implements planning, preservation, and environmental grants.
8. Establishes and administers downtown facade improvement program.
9. Works with the Plan Commission, Village Board, Historic Preservation Commission, and public on planning related projects such as Downtown Design Guidelines, revisions to the Comprehensive Plan, amending and adopting ordinances.
10. Verifies zoning district compliance for business registration applications.
11. Performs similar or related duties as required by the supervisor.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in a moderately loud office and is required to stand, walk, sit, talk, listen, and use hands while performing duties. Occasionally, employee may be required to lift objects up to 10 lbs., and seldom lifts up to 30 lbs. Normal vision is required for position. Equipment operated includes office machines and computers.

Education and Experience

A candidate for this position should have a Bachelor's Degree from an accredited college or university in Planning, Geography, Landscape Architecture, or related field, and three to five (3-5) years of planning experience; or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Principles, practices, and tools of planning and development
- Principles, practices and tools of historic preservation

- State and local laws pertaining to land use, planning, zoning, construction, housing and the environment

Skill in:

- Writing, research, and organization
- Plan review
- Office software applications including word processing and excel applications

And ability to:

- Understand and interpret technical and administrative regulations
- Work well with and provide technical support to public officials, boards, commissions, and other departments and agencies
- Prioritize and manage multiple tasks in an effective manner
- Deal tactfully and professionally with the public on matters of Village policies and practices and in accordance with state and local regulations and ordinances
- Communicate orally and in writing in a clear and concise manner