

## ASSOCIATE PLANNER

Recruitment #1708-3161DC-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DEPT OF CITY DEVELOPMENT
<b>Open Date</b>	9/19/2017 2:00:00 PM
<b>Filing Deadline</b>	10/10/2017 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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### INTRODUCTION

What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

### PURPOSE

Are you an urban planner seeking to work in the planning department of a large city and get exposure to a wide array of land use and neighborhood planning tasks and challenges? The Associate Planner position offers a broad mix of duties including processing applications for land division, combination, and public right of way vacations, as well as supporting a variety of neighborhood planning and public engagement projects.

The Associate Planner is responsible for processing the daily work activities of land use planning and participating in the execution and completion of various comprehensive planning, design or research and development projects.

### ESSENTIAL FUNCTIONS

- Process Certified Survey Maps and public right of way vacation requests.
- Coordinate with applicants, their representatives, and other City departments to review applications, track project statuses, make recommendations, prepare and present files for Common Council review and provide ongoing technical assistance.
- Support Long Range Planning projects including the development of comprehensive area plans, commercial corridor plans, neighborhood plans, redevelopment plans and studies.
- Participate in community engagement activities to support neighborhood planning projects. This includes attending neighborhood meetings, conducting stakeholder interviews, and using email and social media to share and solicit information.
- Collect, analyze, and convey demographic, economic, survey and land use data for a variety of planning projects.
- Write and edit planning documents including sections of area planning documents, and reports or memorandum on staff findings and recommendations on land use planning issues.
- Participate in the execution and completion of various planning, urban design, zoning or related research projects to support ongoing plan development and plan implementation projects.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

## MINIMUM REQUIREMENTS

1. Bachelor's degree in urban planning, architecture, geography, or a closely related field from an accredited college or university.
2. Two years of professional urban planning experience.

Equivalent combinations of education and experience may also be considered.

**IMPORTANT NOTE:** College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

## DESIRABLE QUALIFICATIONS

- Master's degree in urban planning, architecture, geography, or a closely related field.
- Knowledge of Adobe, InDesign or similar design software.
- American Institute of Certified Planners (AICP) certification.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of urban planning, including public participation, economic development, land use planning, zoning, urban design, and transportation principles and practices.
- Ability to read survey maps and plats.
- Knowledge of mathematics to aid in data analysis.
- Ability to exercise sound judgment on planning matters.
- Ability to conduct research, compile, and analyze data and produce reports.
- Customer service skills and the ability to exercise tact and diplomacy.
- Interpersonal skills to positively interact with diverse groups of citizens, business owners, architects, developers, and colleagues.
- Ability to work well both independently and as a team member.
- Ability to think critically and analytically.
- Written communication skills to be able to write clear business correspondence and technical reports. Oral communication and presentation skills to effectively share information inside and outside the organization.
- Skill in using geographic information systems (GIS), standard office software, presentation software and social media outlets.
- Ability to be flexible and manage multiple priorities.

## CURRENT SALARY

The current salary range (Pay Range 2EX) for City of Milwaukee resident is \$51,358-\$63,426 annually, and the non-resident salary range is \$50,098-\$61,870. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance

- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2017>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations and the Department of City Development reserve the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **Tuesday, October 10, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

## CONCLUSION

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.