

SENIOR PLANNER

Recruitment #1809-3164DC-001

List Type	Original
Requesting Department	DEPT OF CITY DEVELOPMENT
Open Date	9/24/2018 4:35:00 PM
Filing Deadline	10/15/2018 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

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

Under the direction of the Long Range Planning Manager, the Senior Planner carries out data analysis, visualization, and GIS mapping to support the Department of City Development's (DCD) neighborhood planning and housing and economic development efforts. The Senior Planner collects, analyzes, and reports on demographic, economic and land use data in connection with comprehensive plans, redevelopment plans, and studies for the development and redevelopment of districts and project areas within the City. The Senior Planner manages projects requiring complex data analysis and visualization and identifies the most effective strategies to use data and mapping to advance departmental goals and inform city policymakers.

ESSENTIAL FUNCTIONS

- Conduct data analysis to support comprehensive and strategic planning efforts throughout the department. This includes identifying appropriate data sources, analyzing data, performing trend and market analysis, presenting findings, and making recommendations based on findings.

- Lead GIS mapping activities for the Planning Division. This includes using GIS software to create maps and conduct geospatial analysis to support planning and development projects.
- Serve as a liaison to the City of Milwaukee Information Technology Management Division to coordinate the availability and updating of DCD data for inclusion on city-wide mapping and data platforms.
- Manage planning projects that rely on data analysis and projections to inform land use and development planning and policy recommendations. This may include conducting market studies, preparing data summaries for public use, and developing neighborhood indicators.
- Research data and draft reports for use in grant applications, policy planning, and other departmental initiatives.
- Manage or serve on project teams carrying out neighborhood planning projects. This includes managing consultants, interns, and clerical staff on specific assignments and carrying out public engagement activities.
- Prepare and deliver presentations to neighborhood groups, public bodies, and community partners. Disseminate planning information for use in decision-making.

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.

CONDITIONS OF EMPLOYMENT

- The person in this position may work evenings and weekends in the community as needed; some scheduling flexibility is afforded.

MINIMUM REQUIREMENTS

1. Bachelor's Degree in urban planning, geography, data science, economics, statistics, GIS systems or a closely related field from an accredited college or university.
2. Two years of professional urban planning, data analytics, and/or GIS experience.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may 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 a related field.
- Experience with statistical analysis software and/or graphic design software for data visualization.
- American Institute of Certified Planners (AICP) Certification.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of urban planning principles, including economic development and land use planning.
- Knowledge of automated mapping/ArcGIS principles and practices, geographic information system theory and application.
- Knowledge of mathematical and statistical concepts.
- Ability to perform demographic and historical research and data analysis for planning.
- Ability to research and analyze data.
- Ability to read and interpret trends, legal descriptions and technical procedures.
- Ability to perform a variety of difficult mapping and data analysis assignments. Written communication and reporting skills.
- Knowledge of and proficiency with GIS software, and Microsoft Office suite software.
- Customer service skills to effectively meet the needs of a variety of customers including elected officials, department staff, community partners, and the public.
- Ability to carry out complex assignments with a high degree of independence and provide direction to consultants and interns.
- Excellent oral and written communication skills. Critical thinking skills, including analytical and problem-solving abilities as well as sound judgment.
- Ability to effectively present information to groups of varying sizes, as well as provide training.
- Ability to successfully interact with diverse groups of citizens and community partners.
- Ability to work well independently and function as part of a team. Ability to plan and organize work.
- Time management, project management, and strategic planning skills.

CURRENT SALARY

The current salary range (Pay Range 2HX) for City of Milwaukee residents is \$60,000 - \$76,806 annually, and the non-resident salary range is \$58,528 - \$74,922. *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 which includes:

- 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/Benefits2018>.

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 reserves 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 **Monday, October 15, 2018**. 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 can be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 201

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