

# Transfer/Promotional Opportunity



## Assistant Planning Director (Exempt – Civil Service) Department of City Development

**THE PURPOSE** of this position is to manage staff and resources assigned to the Planning Division. The Division is responsible for administration of the City's land use control system and zoning ordinance; the department's Geographic Information System; the development of City-wide and Area Comprehensive Plans, and historic preservation activities. The Planning Division provides staff support to the City Plan Commission, Historic Preservation Commission, Board of Zoning Appeals, and various committees of Common Council.

**ESSENTIAL FUNCTIONS:** The Assistant Planning Director will, at the direction of the Director, Planning and Design, assign and manage planning division staff and resources to ensure completion of Division responsibilities, included but not limited to the following:

- Ensure prompt and efficient processing of zoning ordinance amendments, special uses and variances, street and alley vacations, subdivisions, etc.
- Assist the City Plan Commission in the development, implementation and maintenance of Citywide and Area Comprehensive Plans, zoning ordinance official maps, and subdivision regulations.
- Ensure coordination of planning projects with staff in other divisions of the Department of City Development as well as other city departments.
- Review City acquisitions, leases and sales to ensure compliance with city plans and policies.
- Advise the City Plan Commission on city acquisitions, leases and sales, City boundary line changes, zoning map and text changes, public building development, survey maps, planning studies, planned developments and dump permits.
- Evaluate alternative development plans, and review urban renewal, public housing and other development programs for compliance with zoning ordinance and comprehensive plan objectives.
- Assist the Redevelopment Authority in preparing redevelopment plans.
- Hold Informational meetings with citizen and/or business groups and schedule and attend public hearings.
- Provide technical assistance to and appear at various Common Council Committee meetings.
- Assist private developers and other governmental or public service organizations in the preparation and submittal of development plans and other related proposals.
- Coordinate the efforts of the Planning Administration Section, Long Range Planning Section, Geographic Information Center and historic preservation with the remainder of DCD.
- Coordinate Division activities with other Departments.

- Provide for the staff training and development.
- Prepare the Planning Division's annual budget, and oversee efforts to supplement City funds through grant writing, etc.
- Perform related professional assignments as required.

In the absence of the Director, Planning and Design, represents the Director at meetings, on work assignments and Division operations.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

## **REQUIREMENTS:**

Master's Degree from an accredited college or university with a major in Urban Planning, Architecture, Public Administration or a closely related field (course work should include urban and regional planning, urban design, architecture, landscape architecture, land use and zoning or related fields). Five years of progressively responsible experience in physical planning and land use controls preferably in a large urban community. At least three years of the required experience should have been in a position requiring the supervision of professional planners. Highly developed written, graphic and oral communication skills with ability to relate effectively to citizens, planning and legal professionals and public officials. Computer skills including word processing, data base/spreadsheet, desktop publishing, GIS and CAD. Sensitive judgment in land use planning and urban design matters and understanding of the impact upon the public and the overall development of the City. Recognized professional standing and participation in professional planning organizations desirable. AICP certification preferred.

**Salary Range (proposed 012):**        **\$ 69,311 – 97,036**

Final salary level is yet to be approved by the Common Council

**Applications** are available on the Department of Employee Relations Website under Transfer/Promotional Opportunities. All applications **AND** resume should be submitted or dropped off directly to Bonnie Vaughn, Personnel Officer, DCD-Personnel, 809 N. Broadway, 3<sup>rd</sup> Floor by January 6, 2006.

*The City of Milwaukee is an Equal Opportunity Employer and values and encourages diversity.*