

CITY OF FRANKLIN  
Job Description

**Job Title:** Planning Manager

**Department:** Planning/City Development

**Reports To:** Mayor

**Salary Level:** Salary Grade 10

**FLSA Status:** Exempt

**Prepared By:** Dana Zahn, Human Resources Coordinator

**Prepared Date:** January 14, 2020

**Approved By:** Common Council

**Approved Date:** February 4, 2020

**Summary** Under the direction and supervision of the Mayor, provide management of the Planning Department functions by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Under the direction and supervision of the Mayor, provide staff support to the Common Council toward their function as the decision-making body regarding City planning and zoning activities, especially in the area of providing recommendations of public policy, research and review of public policy and response to constituent comments.

Provide staff support for the Plan Commission, including providing information about proper planning practices, land use management trends and demographic trends and making professional recommendations with regard to planning projects.

Assist in communication and cooperation with developers that support the community development policies of the City.

Provide coordination and act as a clearinghouse of information for current planning cases between City departments and other government agencies.

Provide staff support as assigned, to the various boards and commissions.

Assist in preparing meeting agendas, packets, and minutes for various boards and commissions.

Responsible for the preparation and monitoring of the Planning Department Budget.

Serve as the zoning enforcement officer for the City, with responsibility for ensuring compliance with zoning regulations contained in the Unified Development Ordinance.

Administer reports relating to the stone quarry, landfill, and federal superfund sites located within the City.

Responsible for the preparation and implementation of the City's comprehensive master plan, including providing professional recommendations for the Common Council, Plan Commission, and other boards and commissions as appropriate, with regard to updates and revisions in response to changing trends and community needs.

Manage Planning Department policies and procedures.

Provide exemplified knowledge in all facets of City Planning and all responsibilities of the Planning Division.

### **Peripheral Duties**

Provide support to the Economic Development functions of the City.

Provide support services and technical assistance to other City Departments and functions as they relate to proper City planning.

Provide assurance of quality customer service is extended by all Planning Department employees.

### **Supervisory Responsibilities**

Directly supervises several employees in the Planning Department staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

Master's degree (M. A.) in Urban Planning or a related field (or a Bachelors Degree along with an A.I.C.P. certification); and four to ten years related experience and/or training. At least one year experience in a supervisory capacity.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to work with mathematical concepts such as fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Technical Skills**

Ability to read, analyze, and interpret maps, aerial photographs, site plans, and engineering drawings.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Geographic Information Systems software and Microsoft Word software.

**Certificates, Licenses, Registrations**

Membership in American Institute of Certified Planners.

Valid WI Drivers License

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

**Other Skills and Abilities**

Ability to demonstrate general knowledge of planning and zoning legislation and analyze changes in legislation as it impacts the City.

Ability to ensure confidentiality of sensitive information.

Ability to understand environmental awareness and issues.

Ability to demonstrate general knowledge of planning and zoning legislation and analyze changes in legislation as it impacts the City.

**Miscellaneous**

The duties listed above are intended only as illustrations 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 the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.