



Job Description

Position Title:	Planner
Department:	Community Development
Reports to:	Community Development Director
FLSA Status:	Exempt
Status:	Regular Full-Time
Grade:	VIII
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 Planning and Zoning Commission and Village Board, and providing technical support and assistance to the Historic Preservation Commission.

Supervision and Responsibilities

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

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 that 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.

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.

1. Reviews development cases and zoning applications, meets with applicants when necessary, prepares review letters for applicants and staff reports for Planning and Zoning Commission and Village Board.
2. Provides technical support and assistance to the Planning and Zoning Commission and Village Board.
3. Provides assistance to the public and development community; provides information regarding planning and preservation.
4. Provides technical support and assistance to the Historic Preservation Commission as required. 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.
5. Writes, secures, and implements planning, preservation, and environmental grants.

6. Works with the Planning and Zoning 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.
7. Verifies zoning district compliance for business registration applications.
8. Performs similar or related duties as required by the supervisor.

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. Employee occasionally lifts 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.

Occupational Risk

Duties generally do not present occupational risk. Minor injury could occur, however, through employee failure to properly follow common safety precautions or procedures.

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 at least three years of planning experience; or an equivalent combination of education and experience.

Required Certifications

None

Key Knowledge and Skills

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
- Local government procedures
- Modern office practices and procedures

Skill and ability in:

- Communication and customer service in order to interact professionally and effectively with staff, public, consultants, and elected and appointed officials
- Use of computer programs and applications
- Project management and plan review
- Writing, research, and organization