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| <b>Job Title:</b>             | <b>Land Use Planner</b>                  | <b>Department:</b>    | Land Conservation        |
| <b>Location:</b>              | 820 Industrial Drive, Ste. 3, Sparta, WI | <b>FLSA Category</b>  | Exempt- Executive        |
| <b>Immediate Supervisor:</b>  | County Conservationist                   | <b>Salary Grade</b>   | 8                        |
| <b>Supervision Exercised:</b> | N/A                                      | <b>Position Type:</b> | Full-time: Monday-Friday |

### **Basic Functions and Responsibilities**

Under the general guidance of the County Conservationist, the Land Use Planner's primary functions will be planning and grant writing along with a variety of research, analysis, plan development, technical assistance and administrative activities in support of the county's overall planning and development program.

### **Job Description**

#### **ROLE AND RESPONSIBILITIES**

- Develop & update County and Towns land use, Farmland Preservation & comprehensive plans, along with department website
- Prepare draft and final planning documents for County comprehensive and land use plans for Committee and County Board approval
- Develop and promote County economic development
- Develops educations brochures to inform the public and County Board of county projects and regulations
- Prepare & submit financial grant applications to federal, state, local, and private agencies and administer grant funds on behalf of the county. This will also include technical assistant to local communities (Towns) for preparing grant application and administration
- Provide administrative support and research for designated county committees and departments as required according to accepted and established methods
- Ability to establish and maintain effective working relationships with staff, elected officials, property owners and citizens.
- Complete analysis of geographic data, identify, obtain and review basic planning data from a variety of federal, state, local and private sources.
- Coordinate assigned projects and responsibilities with consulting architects, engineers, attorneys, planners and developers involved in County programs.
- Jointly develop and implement public information, education and technical assistance programs on planning and development issues with UW Extension and assist with development of County GIS maps to support planning activities
- Provide, data, information, policy interpretation and technical assistance related to Zoning, Land Information & Land Conservation Department programs and projects for professional clients, local officials and the general public
- Assists in reviewing site plans, certified survey maps, subdivision plats, planned unit development, rezoning, conditional use permits, annexations, sign permits and home occupations.
- Identify and implement intergovernmental programs, which implement the objectives of county wide land use plans
- Design, implement and analyze community surveys in support of plan and policy development for county wide projects.
- Design and prepare various technical studies on population, land use, parks, and recreation, economic development, historic preservation and other planning issues by working with partner organizations such as DOT, WEDC, DNR, and School Districts

#### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Bachelor's degree in land use planning, geography, landscape architecture, public administration or other relevant field.
- American Institute of Certified Planners (AICP) Certification preferred.
- Graduate work or advanced degree in Urban Planning related field preferred.
- Five years' experience in land use planning with strong communication skills in meeting facilitation/mediation/and public participation.
- Certified Grant Writer Preferred, and or 3 years of grant writing experience.
- Knowledge of investment incentives (Tax Incremental Financing, Federal, and State, local and private grants) and working with technology and various applications in ESRI GIS software.

#### **PHYSICAL DEMANDS**

Large percentage of time is spent sitting, walking, standing, talking, hearing, using near vision, judgment. Stoops, reaches, handles, fingers, uses far vision, lifts, carries, pushes/pulls up to 10 pounds intermittently. A lesser amount of time is spent traveling to and moving about the various county offices and work sites.

**ADDITIONAL NOTES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.