

Associate Planner/Zoning Administrator

Village of Germantown, Wisconsin

Come Grow with Us!

The Village of Germantown has the best of all worlds: a great location with both rural and suburban character, a high quality of life, and limitless possibilities for someone interested in being an integral part of planning for and overseeing development in a fast-growing metropolitan community. Our 35 square mile Village is only partially developed with recently approved plans for several new residential and major industrial facilities. In the next 1-3 years the Village will be updating the 2050 Comprehensive Plan, zoning and other development regulations. The Associate Planner/Zoning Administrator will be a key player in this process, from participating in numerous community engagement activities to assisting in the development of the long-range land use, economic development and environmental preservation policies, plans and regulations that will guide development of our community for decades to come.

The Community Development Department provides all development planning, zoning administration, and inspection services, allowing the Associate Planner/ Zoning Administrator the opportunity to get involved and gain valuable experience in all aspects of community development. The Associate Planner/Zoning Administrator works under the direction of the Director of the Community Development on daily tasks, including the review and approval of zoning and sign permits, site development & building plans, CSM's and subdivision plats, as well as, special projects such as the 2050 Comprehensive Plan, Tax Increment District (TID) development, and developing and implementing web and cloud-based permitting, community engagement and geographic information (GIS) tools.

What we have to offer:

1. This position includes a flexible work schedule, compensatory time opportunities, great support staff, a friendly and positive team-oriented working environment, and an actual office (yes, that's right... an office with a door and south-facing window with a nice view!)
2. In 2019, the salary range for this position is \$56,439-\$69,431 with the starting salary likely beyond the minimum depending on qualifications and experience.
3. The Village offers a great package of benefits for this position, including:
 - a. medical, dental & life insurance
 - b. voluntary, non-intrusive wellness program & reimbursement package
 - c. 11 paid holidays/year
 - d. 12 paid sick days/year
 - e. 10 to 25 paid vacation days/year (depending on length of service)
 - f. employee recognition program
 - g. Flexible spending plan (Section 125) for pre-tax payment of medical, dental & daycare
 - h. Wisconsin retirement system membership & a 457 deferred compensation plan
 - i. Professional development tuition reimbursement & professional membership dues reimbursement

What We Are Looking For:

- Minimum education equivalent to a Bachelor's Degree in Urban Planning, Architecture, Public Administration, Geography/Geographic Information, Landscape Architecture, Environmental Studies or related field
- Minimum 1-3 years of professional experience in urban planning, community development, architecture or zoning ordinance enforcement
- Self-motivated, detail-oriented, excellent written and oral communication and customer service skills
- Experience with report preparation, public speaking and presentations

- Knowledge and understanding of the principles, practices, and techniques of urban planning, economic development, zoning administration and enforcement
- Knowledge of and ability to read and comprehend site plans, building plans, surveys, topographical maps, legal descriptions and tax records

A complete job description with the position's essential duties, required qualifications and abilities, and other requirements can be found at <http://www.village.germantown.wi.us/DocumentCenter/View/3373/Associate-Planner-Job-Description>.

To apply for this position, please submit a completed application found on our website and a resume with cover letter to the Support Services Manager Michelle Tucker mtucker@village.germantown.wi.us or by mail to:

Michelle Tucker
N112W17001 Mequon Rd.
PO Box 337
Germantown, WI 53022.

All materials are due by February 21, 2019 with interviews likely to occur the first week of March.