

Senior Municipal Planner

Washington County, located in West Bend, Wisconsin currently has a great opportunity for a Senior Municipal Planner. The Senior Municipal Planner will provide advanced technical and professional assistance to municipalities through Washington County. This position will be responsible for the design, development and implementation of long-range and strategic plans related to natural resources, land use, transportation, public services and facilities, conduct advanced planning studies, research and analysis, oversee complex development projects, master plans and development code amendments, policy/ordinance development, project administration and review of development proposals. This position will collaborate closely with County staff, municipal administrators and staff, elected officials, and other community leaders.

Hourly Pay Range: \$90,000

Qualified candidates must possess:

- Bachelor's degree in Urban or Regional planning, public administration, community and economic development or closely related field. Master's degree preferred.
- Minimum of six years of demonstrated responsible professional work experience in municipal planning, zoning, public engagement and research.
- American Institute of Certified Planners (AICP) is preferred but not required.
- Must possess a valid driver's license.

Please visit our website at www.washcowisconsin.gov to complete our online application. If you have any questions, please call (262) 335-4633. Thank you for considering Washington County.

Washington County is recognized for our commitment to providing quality services to the citizens of our community. Our team members embrace the challenge of meeting goals and expectations. Every day we work to creatively problem solve, innovate and collaborate as a team to meet customer needs and deliver solutions.

Our Mission:

We create an environment for residents and businesses to enjoy our authentic quality of life through a well governed and administered county dedicated to safe and secure communities; economic growth and vitality; effective mobility and reliable infrastructure; and access to basic needs.

Our Vision:

Washington County strives to cultivate its rich heritage, vibrant economy and attractive communities through the distinct values that define us.

Our Values:

Respect, Optimism, Integrity, Innovation, Compassion, and Collaboration.

Washington County is an Equal Opportunity Employer of Minorities, Females, Protected Veterans, and Individual with Disabilities

Duties/Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Research, develop, update, and implement current and long-range plans, amendments, and studies in areas such as natural resources, parks, land use, transportation, utilities and community facilities including municipal comprehensive plans.
- Work with municipalities and their consultants to assist in developing long-range and strategic plans.
- Conduct advanced research and data analysis on topics in planning and zoning.
- Act as an advisor to municipalities on issues related to planning and zoning.
- Complete research, analysis and reports for distribution and presentation to municipal plan commissions, boards and councils as needed.
- Work with municipalities to update, revise, and amend municipal zoning and subdivision ordinances to keep them current and functional.
- Work with municipal code enforcement staff to provide template reports and notices.
- Design and facilitate public participation events and surveys, and presents results to committees and governing bodies.
- Prepare and present reports on demographic, land use, social, economic development, housing, transportation and other relevant planning data.
- Prepare reports, provide recommendations and attend meetings for local Plan Commissions, Architectural Review Boards, Board of Appeals, and other boards and committees as necessary.
- Work with County and municipal Geographic Information Systems (GIS) staff as necessary.
- Monitor legislation related to land use, planning, and zoning at local, state and federal levels and provide information to municipal leaders.
- Work collaboratively with County staff, municipal leaders, elected officials, and community leaders.
- Review development proposals and site plans.
- Performs other duties as assigned.

Work Direction Received:

Receives direct supervision and general guidance from the Washington County Community Development Director. Receives direct supervision from participating municipal administrators as related to municipal projects.

Decision Making:

Decisions are made independently concerning research and analysis of information and data, maps, development of planning documents, studies, coordinating public engagement efforts, etc. Recommendations are made to the municipal leaders concerning plan and ordinance development, and amendments.

Interaction:

There is interaction with other County Departments, local municipal officials and staff, state and federal agencies, Southeastern Wisconsin Regional Planning Commission (SEWRPC), special public interest groups, developers, engineers, surveyors, and the general public.

Essential Knowledge and Abilities:

- Understanding of the various programs and functions of county and municipal government.
- Advanced professional knowledge of the principles, practices, and techniques of urban planning, zoning, and community development including development and maintenance of municipal zoning ordinances, comprehensive land use plans, and other long-range plans.
- Considerable ability to analyze and gauge the impact of federal, state and local regulations and requirements on land use, planning, and zoning.
- Ability to read zoning codes, plans and specifications, evaluate and interpret surveys and engineering plans, and interact effectively with various key stakeholders.
- Demonstrated advanced experience in developing, interpreting, implementing, and enforcing municipal zoning ordinances.
- Ability to prepare reports, give presentations and communicate effectively to present data in an understandable format for governing boards, committees, professional groups and the public.
- Ability to facilitate public engagement events and meetings.
- Ability to think critically and strategically to assess situations and determine logical solutions to resolve issues.
- Advanced writing, communication and interpersonal skills.
- Ability to measure and present outcomes on program success.
- Working knowledge of computer programs such as Office Suite (Outlook, Word, Excel).
- Working knowledge of ArcGIS Pro.
- Excellent organizational, time management, and project management skills; ability to set priorities and to work independently or in a team environment to efficiently manage multiple responsibilities while meet deadlines for multiple municipalities.
- Able to fulfill physical demands of job, sensory demands (seeing and hearing), and cognitive demands (concentration, conceptualization, memorization).

Training and Experience:

- Graduation from a recognized college or university with a bachelor's degree (master's degree preferred) in urban or regional planning, public administration, community and economic development, or a closely related field.
- Minimum of six years of demonstrated responsible professional work experience in municipal planning, zoning, public engagement and research.
- American Institute of Certified Planners (AICP) is preferred but not required.
- Must possess a valid driver's license.