



BROWN COUNTY
invites applications for the position of:
Principal Planner

SALARY: \$28.03 - \$31.98 Hourly

OPENING DATE: 07/24/17

CLOSING DATE: 08/13/17 11:59 PM

JOB SUMMARY:

Important Notice to Applicants: In addition to completing the on-line application, please also include:

- 1) Cover Letter
- 2) Resume
- 3) Writing Sample (1 page or less)

Performs work of considerable difficulty in the development, implementation, management, and funding of the planning program including land use, local assistance, economic development, housing and natural resources for the Brown County Planning Commission; provides planning services to Brown County municipalities and other Brown County Departments; supervises the department's Senior Land Use and Natural Resources Planners and Planner I-Housing.

ESSENTIAL DUTIES:

Supervises and plans the work of subordinate planning department staff, assists in selecting new planning department employees, assigns and reviews work, addresses employee problems and concerns, evaluates performance and makes recommendations concerning outcomes.

Provides instruction and guidance to subordinate planning staff and serves as a resource and consultant to the Planning Director for programs and administrative matters.

Researches, writes and administers competitive state and federal grants that provide non-property tax levy funding to the Planning budget.

Administers and manages the Northeastern Wisconsin Region Community Development Block Grant-Housing for a ten county region.

Manages the local assistance portion of the Planning program.

Assists the Planning Director in the preparation of the overall budget.

Works with other Brown County departments to provide planning related information and services on such issues as zoning, site planning and grant opportunities.

Prepares local zoning ordinances and maps, land division ordinances, grant applications and other miscellaneous projects.

Manages and writes 20-year comprehensive plans and other planning related studies as assigned in cooperation with the County and local units of government.

Serves as assigned planning staff to multiple contracted local units of government in Brown County.

Assists the Planning Director in developing the annual planning work program and budget and provides financial management, supervision, public information and assistance on county planning efforts.

Conducts planning meetings to obtain input for planning projects and facilitates other Planning Department meetings.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience: Masters degree in Urban and Regional Planning, or closely related field with five years of planning experience, or any combination of education and experience that provides equivalent knowledge, skills and ability.

Licenses and Certifications: AICP desired (American Institute of Certified Planners) and Valid Wisconsin Drivers License.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of the principles and best practices of local planning, zoning and community development.

Knowledge of state and federal grant programs and administration requirements, specifically including Community Development Block Grant.

Knowledge of governmental financing processes and mechanisms.

Knowledge of Federal, State and local laws pertaining to planning, zoning and community development.

Knowledge of urban and rural planning issues.

Knowledge of accounting principles and financial audit procedures.

Skill in facilitating public participation processes and working with the general public and County and local officials.

Skill in developing and analyzing geographic information system datasets.

Skill in state and federal grant writing and administration.

Skill in conducting research and analyzing data.

Skill in making presentations.

Skill in the application of principles and practices of community planning.

Skill in organizing reports and graphic illustrations.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationship with staff, other professionals, other departments, elected officials and the general public.

Provides planning guidance to governing bodies, other County departments and citizens.

Ability to conduct surveys and research, interpret data and present the results in an easily understood format for review for local officials and the general public.

Ability to effectively develop and supervise employees.

Ability to attend numerous evening meetings.

Ability to work the requires hours of the position.

Brown County Human Resources
Northern Building, Room 620
305 E. Walnut Street; PO Box 23600
Green Bay, WI 54305-3600
Phone: (920) 448-4065
TDD: (920) 448-3001
Web Page: www.co.brown.wi.us

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.co.brown.wi.us/>

Position #2017-00156
PRINCIPAL PLANNER
LB

P O Box 23600
Green Bay, WI 54305
920-448-4070

bc_human_resources@co.brown.wi.us

Principal Planner Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree from an Urban or Regional Planning-related program?
 - Yes
 - No
- * 2. Do you have a Master's degree from an Urban or Regional Planning-related program?
 - Yes No
- * 3. How many years of experience in a planning-related field do you have?
 - None
 - Less than 1 year
 - 5 to 10 years
 - Over 10 years
- * Required Question

