



Planning & Zoning Coordinator

Class Code:
12010

Bargaining Unit: Not Applicable

MILTON, CITY OF (WI)
Revision Date: Jul 14, 2022

SALARY RANGE

\$24.04 - \$28.85 Hourly
\$1,923.08 - \$2,307.69 Biweekly
\$4,166.67 - \$5,000.00 Monthly
\$50,000.00 - \$60,000.00 Annually

POSITION SUMMARY:

Purpose of Position

The purpose of this position is to perform professional and technical planning and zoning functions for the City of Milton.

Position Accountability

The Planning & Zoning Coordinator is accountable to and works under the direction of the City Administrator. General day-to-day supervision, administrative direction, and performance evaluation shall be received from the City Administrator, who will consult with the Public Works Director as necessary to provide the employee direction and evaluation.

The specific statements shown in each section of this description are not intended to be all-inclusive. This represents typical elements and criteria necessary to successfully perform the job.

MAJOR DUTIES & RESPONSIBILITIES:

Community Development/Planning Division

1. Performs the review of site plans, land development proposals (conditional use permits, rezoning, survey maps, plats, etc.), and site plan and concept design preparation for other City departments (i.e. public facility projects) utilizing City Ordinances and other established development review standards.
2. Assist with issuance of building permits, conditional use permits, rezoning requests, and other City issued permits (driveway, signs, utility, etc.).
3. Serve as staff liaison to the members of the Plan Commission and Zoning Board of Appeals by attending meetings and preparing materials for their agendas.

4. Organizes and prepares professional and technical studies, analysis, and reports, including conducting background research, utilizing data from a variety of sources, and performing qualitative and quantitative analysis, which include recommendations aligned with the current and long-range development in the City of Milton.
5. Assist in the development and/or amendment of policies, ordinances, and planning documents/reports for consideration.
6. Conducts zoning compliance inspections and engages in correspondence with property owners to seek corrections when warranted. If necessary, work with the City Attorney, contracted Building Inspector, and/or Code Enforcement Officer to process citations and/or orders for corrective action.
7. Researches and collects data, performs spatial and data analysis, and prepares related charts, graphs and maps related to projects using ESRI's mapping software, Microsoft Excel, or other software provided by the City of Milton.
8. Assists in preparing and administering grant funding proposals.
9. Responds to inquiries and informational requests by developers, realtors, media, business community, and the general public regarding application and interpretation of City development codes and ordinances, including zoning, floodplain, subdivision regulations, future locations of streets, parks, schools, greenbelts, and other community facilities.

Clerk Division

1. Assist with the election process as requested by the City Clerk.
2. Receive and receipt Park Rental Applications, Animal Licenses, Direct Sellers, Operator, Liquor, Business, and Cigarette License applications and forward to the City Clerk to process, as needed.

General

1. Receipt various payments (electronic, cash, check, credit cards, etc.), as needed.
2. Assist in scheduling Meter Change and Cross Connection Inspection appointments for residential customers, as needed.
3. Issue outside water meters to utility customers, as needed.
4. Provides leadership and direction in the development of short and long range plans as requested; gathers, interprets, and prepares data for studies, reports, and recommendations as needed; and coordinates projects with other departments and agencies as needed.
5. Studies and standardizes procedures to improve efficiency and effectiveness of operations as needed with input from other affected staff members.
6. Respond to public inquiries either by phone, in person, or in writing by providing information on the utilities and general city business including, but not limited to, property taxes, assessments, legal descriptions, city records, ordinances, park rental information, and general city services, programs, and events.
7. Provide office support including but not limited to copying, filing, typing, assistance at the front counter, and answering phones, as needed.
8. Maintain office files as required for easy retrieval of a variety of records.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS:

1. Bachelor's degree from an accredited university required with an emphasis in urban/regional planning, public administration, geography, landscape architecture, environmental studies, or a closely related field. A Master's degree is preferred.
2. Skill in operation of computers and general office computer software (Microsoft Excel, Word, etc.) 10-key calculator, fax, telephone, cash register, copier, and other office equipment as may be required.
3. Knowledge of office practices, including filing and record keeping.
4. Ability to effectively and efficiently schedule and organize work.

5. Ability to work efficiently in a governmental office that is fast paced and where projects and priorities change often and quickly.
6. Ability to communicate effectively with customers and co-workers in person, by phone, and in writing.
7. Ability to commit to a teamwork environment, work efficiently in an office setting, and prioritize tasks consistent with daily requirements of the office.
8. Ability to perform duties with considerable independent judgment and initiative under limited supervision.
9. Ability to manage and handle cash and check payments in an accurate manner.
10. Ability to use sound judgment when screening and referring inquiries by phone or in person.
11. Regular evening work required to accommodate City meetings and other events and possible weekend work required depending on time of year and priorities of the department.
12. Ability to establish and maintain effective working relationships with employees, other departments, officials, community nonprofit organizations and businesses, and the public.
13. Skill in the operation of Geographic Information Systems (GIS).

Special Requirements

1. Must have valid Driver's License, or ability to obtain one.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

Physical Demands

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit for long periods of time, and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to work long hours, beginning in the morning and continuing into the evening. The employee is frequently required to walk, often at construction sites. The employee must have the ability to communicate in writing, on the phone, and by other electronic means.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision and ability to adjust focus.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is occasionally exposed to the following conditions: dirt, dust, heat, cold, noise, fumes, odors, wetness / humidity, vibrations, sudden temperature changes, and darkness.

1. This position occasionally encounters the following: electrical hazards, mechanical hazards, and heights above 10 ft.
2. This position occasionally encounters the following: moving vehicles traffic.
3. The work is performed primarily in an office environment where the noise level is usually quiet to moderately noisy. Occasionally, work will be performed in a wider

variety of settings including outdoors (extreme heat or cold), shop / warehouse, vehicle, and streets.