



**VILLAGE OF ALLOUEZ**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Director of Planning &  
Community Development

**APPROVED:** November 17, 2020

**REPORTS TO:** Village Administrator

**FLSA:** Exempt

**JOB PURPOSE:** The Director of Planning and Community Development is an executive position and is responsible for the leadership, organization, and operation of the areas of planning, zoning, building inspection, code enforcement, animal control, and school crossing guards. This position works closely with the Village Administrator and applicable village departments in the development of village policy and administration related to planning and zoning in Allouez.

**DUTIES AND RESPONSIBILITIES:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive and other duties may be required and assigned.

- Serves as an advisor and liaison to the Village Board, Board of Appeals, Plan Commission, Historic Preservation Committee, and Economic Development Committee; preparing agendas, backup material, and minutes.
- Oversees economic development, including working with village staff in promoting and managing the village TIF districts, performance agreements, and programs.
- Oversees business outreach efforts, including working with the Allouez Business Association, the economic development committee, Advance, the Chamber of Commerce, and others in assisting businesses to operate, locate, relocate, or expand in the village.
- Oversees historic preservation efforts in the village, including the Certified Local Government (CLG) program and coordination between property owners and the Wisconsin Historical Society.
- Oversees floodplain management and programs, including the ensuring the village is in good standing in the National Flood Insurance Program (NFIP) Community Rating System (CRS).
- Works with the Directed Enforcement Officer in creating and promoting

Neighborhood Associations.

- Oversees long and short range planning, including creating, updating, and implementing the Village Comprehensive Plan, development plans, and other plans and studies, where applicable.
- Oversees zoning and land use, including the review of proposed zoning and land use changes and the review of site plans and proposals for consistency with adopted standards and regulations.
- Supervise Code Enforcement Officer and assist with code violations, crossing guards, animal control, and other related functions.
- Supervise Building Inspector and oversee building permit operations.
- Prepares department budget.
- Serves as a member of the village management team; provide information and recommendations regarding operations.
- Prepares agendas and organizes the staff development team meetings.
- Conducts technical research and data analysis for staff recommendations to departments and other local and state agencies for the establishment, abolition, changes, and consolidation of ordinances, rules, statutes and regulations.
- Provides information and technical assistance to property owners, private development interests, the general public, and other governmental entities.
- Maintains project files applicable to department.
- Monitor developments related to planning, building, land use, economic development, grant programs, code enforcement and redevelopment; evaluate their impact upon village operations and recommend policy and procedural modifications.

## **POSITION QUALIFICATIONS:**

### Minimum Qualifications:

- A Bachelor's Degree in land planning, civil engineering, public administration, geography, landscape architecture, or an equivalent field, with at least five (5) years of work experience.
- Knowledge of the modern principles and practices of public planning, building inspection, code enforcement, economic development and related development services.
- Knowledge of economics, governmental finance, urban sociology, and the principles and practices of architecture and traffic engineering as applied to public planning.
- Knowledge of land development codes, permitting laws, zoning, and land development regulations.
- Knowledge of principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
- Knowledge of organization and functions of an elected Village Board and appointed boards, commissions, and committees.
- Technical knowledge and understanding of design and construction.
- Ability to deal effectively with professional and technical people.

- Ability to present programs and ideas clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with other employees, officials, and the public.
- Strong supervisory and management skills.
- Must possess a valid Wisconsin Driver's License by hire date.

Preferred Qualifications:

- Working knowledge of Tax Increment Financing (TIF).
- Working knowledge of floodplain management principles.
- Working knowledge of historic preservation principles.
- Familiarity with GIS Mapping.
- Familiarity with SketchUp and other design software.
- Experience in grant procurement and administration.
- Certification and membership in the American Institute of Certified Planners (AICP) is highly desirable.
- Considerable supervisory and/or administrative experience.
- A Master's Degree from an accredited college or university in Urban Planning, or closely related field is highly desirable.

**KNOWLEDGE, SKILLS AND ABILITIES:** Thorough knowledge of zoning administrative codes. Working knowledge of floodplain administration. Ability to establish and maintain effective working relationships with village officials, employees and the general public; or any combination of qualifications, knowledge and abilities that yield the necessary qualities to perform the required job duties.

The position requires the following knowledge, skills, and abilities:

- Self-motivated and ability to work independently.
- High degree of collaboration, coordination, and consultation with many individuals and resource entities to successfully complete a project.
- Understanding of modern theories, principles, and practices of land use planning and development.
- Cognizant of all village ordinances and policies and Federal and State laws relating to land use planning, economic development, housing, and historic preservation.
- Develops a positive working relationship with village departments, community groups and business people interested the Allouez market area.
- Knowledgeable in economic development tools and programs, including but not limited to Tax Increment Financing (TIF).
- Ability to maintain expenditures within approved budgetary program and controls
- Exercise judgment and discretion in accomplishing program objectives and is held responsible for division operations.
- Ability to work in an office setting, with site evaluation also required.

**SUPERVISION/DECISION MAKING:**

Supervises more than two (2) employees. Makes final recommendations regarding personnel matters. Decisions affect the operation of the entire Village. Receives administrative direction, sets own standards and works within overall policies, goals and budget limits with direct accountability for final results.

**INTERACTION:** Frequent inside and outside contacts with co-workers, immediate supervisor, and residents. Contacts involve matters where judgment must be exercised to obtain approval where differences of opinions exist.

*This job description is intended to describe the functions and minimum requirements for the performance of this job. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements. The Village reserves the right to add, change or delete functions of this position at any time.*