

CHARTER TOWNSHIP OF WHITE LAKE JOB DESCRIPTION

STAFF PLANNER

Non-Exempt

Department: Planning / Community Development Department

General Summary:

Under the general direction of the Community Development Director, assists as assigned by the Community Development Director to administer and implement applicable township ordinances. Also represents the township as liaison to Parks and Recreation Committee.

Primary Responsibilities:

1. Responds to general public regarding planning policies and processes.
2. Attends Planning Commission and Township Board meetings on occasion and assists with assembling agendas and packets as needed.
3. Facilitates the ZBA meetings, staffing, reviews, agendas, and information packets.
4. Develops legal notices for rezoning, special land uses, ordinance, and master plan amendments.
5. Answer inquiries from general public and township employees regarding ordinances, planning project status, and other matters related to planning and zoning.
6. Coordinates efforts and delegates activities of the support staff as directed by the Community Development Director.
7. Assists in the annual preparation of the Township's Capital Improvement Program, including meeting with various elected officials and department heads and collecting, compiling, and updating a variety of program data.
8. Prepares administrative site plan reviews.
9. Coordinates, staffs, and administratively supports the Parks and Recreation Committee meetings and functions, recommends course of action to Township Board, and prepares agendas and informational meeting packets.
10. Oversees and coordinates both large and small scale park improvement projects.
11. Coordinates and staffs park activities and events as needed.
12. Authorizes minor purchases and repairs and expenditures, per policies and procedures, to the various park facilities. Examples would be the purchase of soccer nets, the repair of fencing, or the purchase of advertising for park events and activities.

13. Update township maps and records as established by the Community Development Director.
14. Review zoning violations related to site plan management and the development process.
15. Coordinates private road application and review process.
16. Write reports, business correspondence and procedure manuals; present information.
17. Calculate figures and amounts such as discounts, interest commissions, proportions, percentages, area circumference and volume; apply basic algebra and geometry concepts.
18. Other duties as assigned by the Community Development Director.

Education / Qualifications:

1. A minimum of a bachelor's degree in urban planning or similar.
2. AICP certification preferred.
3. Minimum three to five years of experience in municipal planning department. Private consultant experience may be considered.
4. Proficient in Microsoft Word, Excel, Outlook, and BS&A.

Other Requirements:

1. GIS experience a plus.
2. Ability to carry out supervisory responsibilities in accordance with the policies and applicable law including planning, assigning, directing work, and addressing complaints and resolving problems.
3. Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.
4. Define problems, collect data, establish facts, and draw valid conclusions.
5. Interpret a variety of technical instructions in mathematical or diagram form.
6. Must have valid Driver's License and be able to drive Township vehicles as needed.

Physical Demands:

1. The physical demands described here 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.

2. Regularly required to use hands and fingers to handle feel or operate office equipment.
3. The employee is frequently required to stand, talk, or hear. The employee is also required to walk, sit, climb, stoop, and kneel.
4. Lift and or move up to 20 lbs. Specific vision abilities required include close and distance vision.
5. An employee in this position must have the strength, stamina, manual dexterity, and physical condition to access various outdoor work sites, perform duties and maneuver over rough terrain at building sites under construction.
6. Occasionally exposed to fumes and airborne particles, moving mechanical parts, all weather conditions, and certain levels of moderate noise.