

## EMPLOYMENT OPPORTUNITY

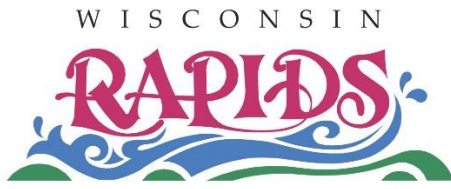
### Community Development Specialist/Associate Planner

The City of Wisconsin Rapids has a unique and rewarding opportunity for a Community Development Specialist/Associate Planner. The ideal candidate will possess strong interpersonal skills, organizational and problem-solving skills while providing support for the variety of economic and community development initiatives across the city.

Under the general direction of the Director of Community Development, the Specialist/Associate Planner performs community outreach and engagement, assists with code enforcement activities, assists in administering the zoning code, sign code and comprehensive plan, and serves as prime contact for planning/zoning projects.

Primary responsibilities include the following:

- Assists in the administration, revision, and enforcement of City Municipal Code: Zoning, Subdivision, Sign, and Comprehensive Plan
- Serves as the department's primary contact for planning and zoning related projects and/or requests and performs reviews of applicable applications and plans to determine their compliance with the provisions of related ordinances.
- Performs community outreach and engagement to increase interaction with City government as it relates to planning and community development initiatives. Coordinates neighborhood meetings and organized community activities with neighborhoods, property owners, and citizens.
- Assists in implementing short, mid, and long-range City planning initiatives, including with other departments, as well as other governmental entities, organizations, and stakeholder groups on planning projects.
- Composes and delivers form letters for zoning violations and other department codes, as necessary.
- Perform inspections as necessary to ensure land use changes comply with related ordinances.
- Assists in the creation of agendas, staff reports, memos, maps, minutes and other documents for Plan Commission, Zoning Board of Appeals, and other City boards and commissions as necessary
- Attends various meetings of boards or commissions to support the Director in reporting on planning and zoning issues and advises on same.
- Monitors and researches statutes and statute changes for inconsistencies with related ordinances, and recommends changes to applicable Municipal Code.
- Researches and reviews planning trends and strategies within the field of Urban/Regional Planning.
- Generates and maintains reports in computer system. Completes all special reports for DILHR, Madison, Bureau of Census, etc., by the due date.
- Disseminates information related to planning and zoning initiatives and ordinances through the creation and use of press releases, public notices, flyers, fact sheets, maps, City's website, and other appropriate methods.
- Applies for grants and performs grant administration and reporting when necessary.



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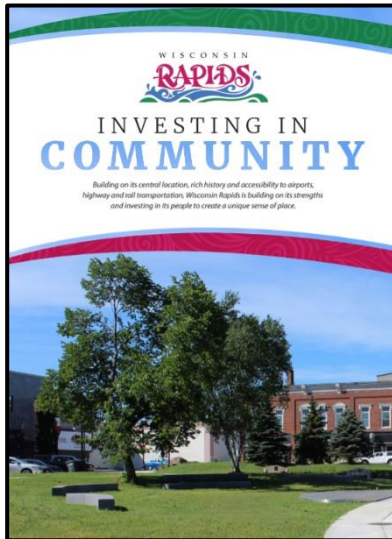
### Community Development Specialist/Associate Planner

- Provides geographic information system (GIS) support for the department.
- Maintains various filing systems, such as city address policy. Performs scanning and data entry, including, but not limited to, entering applications, plans, and permits into department software.
- Receives and responds to telephone calls and in-person inquiries and provides information on Department programs, including, but not limited to, complaints, zoning, signs, and other codes.
- Serves as a back-up to the administrative technician to cover the office during absence.
- Performs other related duties as may be required.

Requirements include a bachelor's degree in Urban/Regional Planning, Public Administration, or a related field. One to three years of experience in planning, economic, or community development; preferably within a municipality; or a combination of education and experience that provides equivalent knowledge, skills, and abilities. Skills and advanced knowledge of ESRI ArcMap (GIS) is preferred.

Pay range is \$60321-68249. The City offers attractive benefits, including Wisconsin Retirement System, health and dental insurance, vacation and sick leave, and paid holidays.

Qualified candidates should submit a resume and application via email to [recruitment@wirapids.org](mailto:recruitment@wirapids.org). Applications are online: [https://www.wirapids.org/uploads/1/0/3/3/103347874/application\\_rev\\_4-17-19.pdf](https://www.wirapids.org/uploads/1/0/3/3/103347874/application_rev_4-17-19.pdf).



Wisconsin Rapids was featured in a *Business in Focus Magazine* article last year, focusing on recent Community Investment:

[https://mags.businessinfocusmagazine.com/brochures/2020/10/city\\_of\\_wisconsin\\_rapids\\_wi/docs/city\\_of\\_wisconsin\\_rapids\\_wi.pdf?reload=1601919918428](https://mags.businessinfocusmagazine.com/brochures/2020/10/city_of_wisconsin_rapids_wi/docs/city_of_wisconsin_rapids_wi.pdf?reload=1601919918428)

*The City of Wisconsin Rapids is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, religion, gender, sexual orientation, age, marital status, veteran status, disability, or any other protected status. If you need assistance at any time during this application process, please contact Human Resources at 715 - 421 - 8214.*