

Planning and Development Facilitator Position Description

POSITION DESCRIPTION

Title: Planning and Development Facilitator

Department: Town Office

Location: Town Hall, 4058 County Road N, Cottage Grove, WI 53527

POSITION OBJECTIVES

The Planning and Development Facilitator is the primary assistant to the Plan Commission and Building Inspector, and also assists with general office duties under the direction of the Clerk-Treasurer.

PRIMARY DUTIES AND RESPONSIBILITIES (Planning and Development Facilitator)

Permit & Approval Administration: Review and process applications for rezonings, conditional use permits, design review, and land division approvals; provide technical advice to the Town Plan Commission with reference to applicable Town ordinances and plans, including when outside assistance may be needed.

Public Coordination: Respond to public and property owner inquiries and serve as liaison between the Plan Commission and the public on land development matters.

Staff and Consultant Coordination: Coordinate with the Town Building Inspector, Highway Superintendent, Clerk-Treasurer, Town engineering, planning, and legal consultants, and relevant Dane County staff on land and building development matters.

Plan Commission Meetings: Prepare reports, agendas, minutes, and correspondence; attend all Plan Commission meetings and Town Board meetings when Plan Commission recommendations are considered.

Land Development Implementation & Enforcement: Assure that Town approvals and ordinances, including impact fee requirements, are met for new development; inspect development projects that have obtained Town approval for compliance; work with property owners and others to achieve compliance.

SECONDARY DUTIES AND RESPONSIBILITIES (Office Assistant)

Under the direction of the Clerk-Treasurer, perform general office support functions, respond to inquiries and information requests, and other essential functions related to maintaining public records, preparation of agendas and minutes, conducting elections, issuing permits and licenses, and other duties as assigned.

GENERAL QUALIFICATIONS

- Degree or experience in planning, geography, real estate, or related field

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- Strong organizational and verbal and written communication skills.
- Ability and willingness to work with others to address sometimes challenging development proposals and circumstances.
- Ability to both work independently and collaborate and convene others with related responsibilities and interests.
- Ability to operate a wide range of office equipment and software applications.
- Ability to perform cashier duties accurately.
- Ability to work under deadlines with competing priorities.
- Must be bondable according to State Statutes and able to obtain a notary public certification. A criminal background check will be required.
- Valid Driver's license and reliable personal transportation.

TOOLS AND EQUIPMENT USED

Phone system, computer including word processing, spreadsheets, database, website content management and social media applications, multifunction copier/scanner/fax machine.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk and stand; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT AND HOURS

The work environment characteristics are representative of those an employee encounters while performing office and customer service-related tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet. Occasional field inspections of development projects may be required.

The Planning and Development Facilitator/Office Assistant position is part-time, up to 24 hours per week. Office hours are 8:00 a.m. to 12:30 p.m., Monday through Friday. The Planning and Development Facilitator role requires attendance of Plan Commission meetings, which are usually scheduled to begin at 6:30 p.m. on the fourth Wednesday of each month. Additional meetings may be required. Compensatory time may be granted during daytime hours within the same week any evening meeting attendance is required, depending upon workload.

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COMPENSATION AND BENEFITS

Rate of pay to be determined by the Town Board. Overtime to be paid in the pay period earned. Completed time cards will be given to the Town Clerk-Treasurer, with paychecks issued biweekly on Friday.

Benefits will be provided according to the Town of Cottage Grove Personnel Policies and Procedures Manual, which may be amended by the Town Board from time to time.

INTRODUCTORY PERIOD

Six months.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check. The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.