

JOB DESCRIPTION

DEPUTY PLANNER / SUSTAINABILITY COORDINATOR			
Department:	Planning and Zoning	FLSA Status:	Exempt
Job Code:	01-800-290	Unit/Group:	ACT Group
Work Comp Code:	8810	Pay Classification:	Grade 6

Reporting Relationships
Receives general supervision of the Planning Director
Supervisory responsibility for Planning and Zoning Department when Planning Director is absent

Essential Job Functions
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do. <i>Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.</i>

Reporting to the Planning Director, the Deputy Planner/Sustainability Coordinator primarily performs professional work in the fields of current and long range planning. This position assists with the development and implementation of policies, procedures, and practices to accomplish planning objectives. The Deputy Planner/Sustainability Coordinator may be assigned to one or more fields of practice, as determined by the Planning Director. The Deputy Planner/Sustainability Coordinator shall function with a high degree of independence and utilize sound professional judgement, demonstrate planning and organizational skills to establish and manage priorities, programs and staff for their functional area.

Job Responsibilities
This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principal duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment.

1. Performs job duties adequately, properly, and in a timely manner; follows personnel and department policies and operating procedures; shows respect, tact, and courtesy in dealings with coworkers and the general public; behaves in a manner that does not obstruct or hinder other employees from completing their duties; acts in a manner that is safe and follows the City’s safety procedures at all times.

2. Evaluate or assist in the evaluation of all forms of development applications including plats, special use permits, planned unit developments, site plans, condominiums, rezonings, ordinance amendments and master plan amendments
3. Prepare or assist in the preparation of technical review reports, findings of fact, report and decision orders, and other documents for Planning Commission, City Commission and other department-staffed boards and committees for consideration
4. Coordinate and communicate with applicants, review agencies, and the public throughout the development review process and coordinate post approval documentation with the Planning & Zoning Administrator
5. Assist in the development of strategies to promote economic and community development or efficient land use consistent with community goals
6. Assist with planning studies and reports in support of new and updated plans, programs and regulations
7. Conduct research and prepare statistical reports and maps on land use, physical, social & economic issues and needs of City residents
8. Serve as staff liaison to City commissions, boards, and committees as assigned by the Planning Director
9. Utilize GIS to conduct analysis and prepare maps for informational purposes, and provide data as necessary to the GIS Coordinator for the maintenance of the City GIS database
10. Serve as the departments lead coordinator on grant applications and implementation
11. Assist in the Redevelopment Ready Communities recertification under the Michigan Economic Development Corporation
12. Perform professional work related to a variety of planning topics as may be assigned by the Planning Director
13. Prepare formal and technical reports, working papers, and correspondence
14. Present reports and other findings to staff, the Planning Commission, City Commission and other City commissions, boards, and committees as necessary
15. Project and maintain a positive image on the behalf of the City of Traverse City with those contacted in the course of work
16. Provide a high level of customer service at all times
17. In addition to the above referenced responsibilities, the Deputy Planner will also serve as the City's Sustainability and Resiliency Coordinator which will include the following responsibilities:

- a. Assist with the development and implement a Sustainability Action Plan (SAP) – a comprehensive set of strategies to reduce the City’s carbon footprint
- b. Oversee the preparation of agenda items pertaining to and attends the Green Team Committee and other related board/committee meetings as assigned
- c. Promote and raise awareness, at all levels of the organization, of the impact of emerging sustainability issues, whether legislative or best practices, and keeps current on applicable policies and best practices. Amplify the City’s sustainability and resilience efforts through education, training, marketing, conference participation, and other activities
- d. Provide assistance in obtaining sustainability and resiliency grants, contracts and special projects. Identify potential funding sources and financial incentives for implementing sustainability and resilience projects. Pursue grant applications and partnership proposals, seek sponsorships and manages grant compliance

Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Knowledge of:

- Thorough knowledge of applicable state statutes and local development ordinances and regulations.
- Thorough knowledge of best practices related to sustainability, resiliency, and climate mitigation.
- Thorough knowledge of the theory, principles and techniques of municipal planning, placemaking, urban design, and land-use issues.
- Thorough knowledge of the practices of site plan review and compliance inspections.
- Considerable knowledge of municipal operations as they relate to the community and economic development of the City.
- Good knowledge of public relations practices and personnel management.

Skills and Abilities to:

- Develop, implement and maintain procedures and processes to enhance efficiency in department operations.
- Skill in the use of the Microsoft Office Programs, Google Suite, Adobe Creative Cloud Suite, ESRI GIS systems, and BS&A Modules. Trimble SketchUp preferred
- Effectively use office equipment and technology, including computers and related software, and the ability to master new technologies.
- Respond to public inquiries and internal requests with a high degree of diplomacy, tact, accuracy and professionalism.

- Effective and persuasive leadership comfortable with all levels of staff, public and others
- Effectively communicate ideas and concepts orally and in writing, and make presentations in public forums.
- Ability to understand and manage high-profile, sensitive or controversial political situations
- Strong problem-solving and negotiation skills
- Critically assess situations and solve problems, and work effectively under stress, work on several projects or issues simultaneously, within deadlines and changes in work priorities.
- Skill in interpreting and applying planning guidelines and ordinances.
- Skill in compiling and evaluating complex planning, design, land-use, and zoning codes guidelines and formulating policies, standards, and service recommendations.
- Ability to explain City ordinances and regulations to a wide variety of stakeholders.
- Establish effective working relationships and use good judgement, initiative and resourcefulness when dealing with employees, elected officials, the media, professional contacts, and the public.
- Consistently demonstrate sound ethics and confidentiality of information.

Education, Training and Experience:

- Educational requirements include a Bachelor’s degree in urban planning, urban design, public administration, economic development, or related field. Master’s Degree preferred.
- Minimum of five years of progressively responsible planning experiencing, including administration, placemaking, and zoning administration responsibilities.

Licensing and Other Requirements:

- Certification as a professional community planner (AICP) is preferred.
- Membership in the American Planning Association and Michigan Association of Planning
- Must reside in and maintain principal residence within 30 miles from the nearest city limit, within twelve months of the date of hire.

Physical Demands and Work Environment

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

SUPERVISORY OR LEAD WORK RESPONSIBILITIES

Supervisory responsibility for Planning and Zoning Department when Planning Director is absent.

PHYSICAL REQUIREMENTS

In the performance of job duties, incumbent is required to use a computer for extended periods of time, mobilize to other locations, communicate verbally, and hear. While performing the duties of this job, the employee is regularly required to use written and oral communication skills; observe and interpret situations; develop, read and interpret data, information and documents; analyze and solve complex problems; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with frequent interruptions; and interact with officials and the public.

The employee frequently is required to stand, walk, use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of light to moderate weights. Specific vision abilities required by this job include close vision distance vision, color vision, depth perception, and ability to adjust focus. May be required to lift up to 25 pounds.

TOOLS AND EQUIPMENT USED

In the performance of job duties, the employee may use the following tools and/or equipment: multi-line phone system; computer and associated software; copy and fax machines; scanners; and other office related tools and equipment.

WORK ENVIRONMENT

This job is typically performed in a business environment under usual office working conditions. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. The employee may be required to attend evening and/or weekend meetings, as directed. The employee occasionally is required to travel to other locations. The noise level in the work environment can range between quiet to moderate.

Employee Signature

Date

The City of Traverse City is an equal employment opportunity employer, committed to promoting equal employment opportunities for all applicants and employees.

Job Description History

Created: 03.22.2023

Budget

Primary	101-800-702.000	100%
Secondary		

Approval

Signature

Name

Job Title

Date