

\*\*\*SPECIAL\*\*\*  
PERSONNEL COMMITTEE AGENDA  
Monday, November 21, 2011, 5:50 p.m.  
City Council Chambers County-City Building

[A quorum of the City Council may attend this meeting]

1. Discussion and possible action to authorize creation of Associate Planner/Economic Development specialist position in Community Development at Grade G Step 1.
2. Adjournment.

Any person who has special needs while attending this meeting or needs agenda materials for this meeting should contact the City Clerk as soon as possible to ensure a reasonable accommodation can be made. The City Clerk can be reached by telephone at (715) 346-1569, TDD# 346-1556, or by mail at 1515 Strongs Avenue, Stevens Point, WI 54481.

Copies of ordinances, resolutions, reports and minutes of the committee meetings are on file at the office of the City Clerk for inspection during normal business hours from 7:30 a.m. to 4:30 p.m.

**POSITION DESCRIPTION**  
**CITY OF STEVENS POINT**

---

Position: Associate Planner / Economic Development Specialist

Department: Community Development

Report to: Director of Community Development

Salary Range: G

---

SECTION A

**DISTINGUISHING FEATURES OF THE CLASS:**

Employee is primarily responsible for performing support functions in the areas of municipal planning and providing professional-level service in areas of economic and community development.

SECTION B

**ESSENTIAL KNOWLEDGE AND SKILLS**

**Knowledge of:**

Municipal planning, land use, and economic development principles, practices and techniques.

State statutes, ordinances, regulations, and policies of governmental agencies as they impact municipal planning and economic development efforts.

Principles and techniques of marketing and promotion.

Financial and other support resources available for businesses and the City.

Grant writing procedures and techniques.

Research methods and techniques.

Current economic, development, and demographic trends in the City of Stevens Point.

**Ability to:**

Interpret graphic information such as blueprints, layouts, site plans, base maps, or other visual aids.

Comprehend and make inferences from written material in the English language such as census data, surveys, previously done studies, or government document reports.

Communicate orally and in writing at a level of high proficiency, presenting ideas and concepts clearly, concisely, and accurately using proper business grammar, punctuation, and sentence construction.

Work professionally and cooperatively with City employees, businesses, government representatives, and the public.

Maintain a service-oriented personality and have a combination of technical and personal skills necessary to maintain effective relationships with the general public, businesses, developers, and other City employees.

Prioritize and independently perform work assignments, managing numerous projects with constant

deadlines in a demanding office environment.

Conduct field checks on project sites.

Serve as a liaison between various government agencies and private business and development representatives.

Conduct presentations and meetings.

Operate a computer, copy machine, and printer requiring continuous or repetitive arm-hand movements.

## SECTION C

### **SPECIAL QUALIFICATIONS AND EXPERIENCE**

Bachelor's degree in Urban/Regional Planning, Economic Development, Public Administration, or related field; three years of progressively responsible experience in municipal planning, economic development/redevelopment, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Masters degree is desirable. A valid Wisconsin motor vehicle operator's license is required.

## SECTION D

### **TASKS ROUTINELY PERFORMED**

Interacts with and assists the public in interpreting and meeting planning and zoning requirements.

Interacts with and assists the City's business associations/organizations (e.g. Association of Downtown Businesses, Southside Business District, etc.) with economic and community development related matters.

Assesses short, mid, and long-term planning initiatives and studies, and makes preliminary recommendations based upon such studies.

Assists the Director in preparing materials and reports for presentations, as well as meetings of boards and commissions.

Drafts, reviews, updates and modifies codes, ordinances, guidelines, policies, and/or procedures, as appropriate.

Develops and implements strategic plans to attract business and industry to the City, including long-range planning, marketing strategies, and establishing goals for business retention, attraction, and assistance efforts.

Coordinates efforts with City departments and other community governments and agencies to identify, retain, attract, and assist business and industry.

Assists businesses in finding and obtaining external assistance and resources for business development.

Promotes available properties and community resources by conducting presentations, meetings, and site tours.

Collects demographic and economic data in response to prospective client inquiries.

Assists in the preparation of grant applications and reviews for conformance and compliance.

SECTION E

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Ability to move light objects (less than 20 pounds) long distances (more than 20 feet) when transporting recorders, projectors, or other materials to public meetings.

Position may require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.

Frequent repetitive movement of the hands, arm and neck while speaking on the telephone, keyboarding, using a calculator, etc.

Frequent sitting at desk while using personal computer, telephone, etc.

Infrequent bending, crouching, stooping or kneeling.

NOTE: This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the position. The incumbent may be required to perform job related responsibilities other than those stated in this description.

Revised: 8/2011