

Village of Elm Grove

Position Description

Name:		Department:	General Government
Position Title:	Assistant Village Manager/Zoning and Planning Administrator	Pay Grade:	FLSA: N
			Exempt
Date:	February, 2022	Reports To:	Village Manager

Purpose of Position

The purpose of this position is to perform and supervise the administration and enforcement of the Village of Elm Groves zoning and land use ordinances, the orderly planning of the Village's development and redevelopment, the development, implementation and maintenance of the comprehensive plan and other plans, supervise the Recreation Manager and assist the Village Manager as required. This position reports directly to the Village Manager.

Essential Duties and Responsibilities

The following duties are normal for this position and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Advises and guides applicants through the planning, review and construction process, principal staff to Plan Commission and Building Board.

Advises residents and contractors on zoning and planning issues.

Research, analyze, report and provide recommendation on zoning and planning issues.

Manage and supervise all flood control activities including design, implementation, funding, grants, and resident education.

Preparation, review and coordination of all Village grant activities.

Floodplain manager.

Assists in the preparation of the annual budget.

Development and implementation of comprehensive plan and other planning documents.

Attends and provides staff support for Community Development Authority..

Advise elected and appointed officials as it relates to planning, zoning, flood control, and other administrative matters.

Oversee and coordinate duties for contracted building inspector

Supervise the Recreation Manager

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Assist Village Manager on various projects.

Attend all committee and sub-committee meetings as needed or directed.

Assists in general government tasks as needed.

Other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum of a bachelor's degree in urban planning, public administration, or related field from an accredited university, Master's degree preferred but not required. One or more years experience in local government, with a planning emphasis, or related position preferred.

Hold a valid Wisconsin driver's license.

Physical and Mental Abilities Required to Perform Essential Job Functions

Demonstrates knowledge and experience in local government management and administration.

Solid research skills and ability to prepare and present accurate detailed reports.

Working knowledge of a variety of office equipment, computer programs are essential with a working knowledge of GIS preferred.

Ability to manage, provide mediation, and the ability to counsel.

Language Ability and Interpersonal Communication

Effective oral and written communications skills and demonstrated ability to work with business representatives, elected officials, department heads, the general public and other village employees.

Mathematical Ability

Ability to calculate percentages, fractions, decimals, volumes, ratios, present values, and spatial relationships/ Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments, such as survey equipment, common hand tools, camera, motor vehicle, photocopier, and calculator.

Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as typing.

Ability to exert moderate physical effort in sedentary to medium work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under safe and comfortable conditions and construction sites and varying outdoor conditions with minimal risk of injury.

The Village of Elm Grove is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date