CASCADE CHARTER TOWNSHIP

POSITION DESCRIPTION

Title: Planner
Department: Community Development
Reports to: Community Development Director
Position(s) Supervised: None
Employment Status: Full-Time; Exempt
Pay Grade: 5

BROAD STATEMENT OF RESPONSIBILITIES:

Under the direction of the Community Development Director, the Planner performs a variety of technical tasks in support of the Township’s community development objectives. Conducts research, prepares reports, conducts field inspections and provides information to the public. Provides technical and administrative support to the appropriate boards and commissions, as directed.

ESSENTIAL FUNCTIONS:

1. Assists in the implement the Township Comprehensive Plan.

2. Prepare staff recommendations for Planning Commission, Zoning Board of Appeals and Township Board and Parks Committee

3. Under the direction of the Planning Director, interpret and enforce the Township’s Zoning, Sign and Subdivision Ordinances.

4. Monitor construction drawings for compliance with Township ordinances prior to issuing permits.

5. Assist Township residents, developers, architects, engineers and other in understanding and applying zoning and other ordinance requirements.

6. Accept, review and process land division requests.

7. Assist in the development of Township specific planning documents

BASIC KNOWLEDGE AND SKILLS:

1. Knowledge of Planning and Zoning procedures.

2. Good written and oral communication skills.

3. Interpersonal skills to establish and maintain effective working relationships with public officials, consultants, contractors, fellow employees, residents and the general public.
4. Ability to make effective oral and written presentations to a variety of audiences
5. Good telephone skills.
6. Ability to read and understand construction drawings
7. Good computer skills including Microsoft Office package and ArcView GIS

**MINIMUM EDUCATION & BACKGROUND:**

- Bachelor’s degree in Planning or related field.
- At least two years of professional experience in municipal planning.
- Valid State of Michigan driver’s license

**MINIMUM ENVIRONMENTAL EXPECTATIONS:**

- Little or no exposure to noise, weather conditions, heavy machinery or hazardous materials.
- Position requires occasionally reviewing projects outdoors where there can be uneven terrain in all weather conditions.

**MINIMUM PHYSICAL EXPECTATIONS:**

- Position requires keyboarding, telephone work and filing.
- Position requires extensive periods of time working on the computer.
- Position requires visits to current or proposed construction sites.
- Position requires the ability to push, pull or lift as much as 25 pounds.
- Position requires the ability to operate a motor vehicle.

**REVIEW AND APPROVAL:**

____________________________________  __________________________
Position Incumbent                               Date

____________________________________  __________________________
Supervisor                                      Date

REVISED: 9/11; 9/13
The above is intended to describe the general content of and requirements for the performance of this position. It is not construed as an exhaustive statement of duties, responsibilities or requirements for the position.