

DEPARTMENT: COMMUNITY DEVELOPMENT DEPARTMENT

REPORTS TO: Community Development Director

SENIOR PLANNER

General Summary:

Under the general direction of the Community Development Director, assists as assigned by the Community Development Director with the following duties:

Essential Job Functions:

1. Responds to the general public regarding planning policies and processes.
2. Attends Planning Commission and Township Board meetings on occasion and assists with assembling agendas and packets as needed.
3. Coordinates the ZBA meetings, staffing, reviews, agendas, and information packets.
4. Prepares legal notices for rezoning, special land uses, ordinance, and master plan amendments
5. Answer inquiries from general public and township employees regarding ordinances, planning project status, and other matters related to planning and zoning.
6. Serve as supervisor, coordinating efforts and delegating activities of support staff as directed by the Community Development Director.
7. Assists in the annual preparation of the Township's Capital Improvement Program.
8. Prepares administrative site plan reviews for compliance with Township requirements.
9. Coordinates, staffs, and administratively supports the Parks and Recreation Committee meetings and functions.
10. Prepares updates to the White Lake Township Parks & Recreation five (5) year master plan.
11. Oversees and coordinates both large and small scale park improvement projects.
12. Works collaboratively with the Community Development Director and management, to promote and coordinate activities and events as needed.
13. Interacts with schools, agencies, and community groups, and issues press releases.
14. Aides in the preparation and administration of local, state, and federal grant applications.
15. Authorizes minor purchases, repairs and expenditures, per policies and procedures, to the various park facilities.
16. Update maps and records as established by the Community Development Director.
17. Review zoning violations related to site plan management and the development process.
18. Coordinates private road application and review process.
19. Other duties as assigned by the Community Development Director.

Education, Skills and Qualifications:

- A minimum of a Bachelor Degree in Urban Planning or similar
- AICP designation preferred.
- Minimum of five (5) to seven (7) years of experience in a municipal planning department. Private consultant and internship experience may be considered.
- GIS experience a plus.
- Ability to carry out supervisory responsibilities in accordance with the policies and applicable law including planning, assigning, directing work, addressing complaints and resolving problems.
- Ability to work independently or in a team environment, as needed.
- Ability to manage several projects simultaneously.
- Read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulations.
- Write reports, business correspondence and procedure manuals; present information.
- Calculate figures and amounts such as discounts, interest, proportions, percentages, area circumference and volume;
- Define problems, collect data, establish facts and draw valid conclusions.
- Interpret a variety of technical instructions in mathematical or diagram form.
- Computer literate on applicable Township utilized computer programs.
- Possesses basic knowledge of modern policies and practices of parks and recreation principles and administration.
- Must have valid Driver's License and be able to drive Township vehicles as needed.

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.
- Regularly required to use hands and fingers to handle, feel or operate office equipment.
- The employee is frequently required to stand, talk, or hear. The employee is also required to walk, sit, climb, stoop, and kneel if needed.
- Lift and or move up to 20 lbs. Specific vision requirements are close and adjustable vision.
- Regularly exposed to fumes and airborne particles, moving mechanical parts, all weather conditions, and certain levels of moderate noise.

**PROPOSED WAGE SCALE
MAPE**

Position	JAN 2023 - 2.5%	NOV 2023- wage adj.	NOV 2023- 3%	JAN 2024 - 3%	JAN 2025 - 2.5%	JAN 2026 - 3%
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Senior Planner

Start	72,924		75,111	77,365	79,299	81,678
6 month	74,552		76,789	79,093	81,070	83,502
1 year	76,182		78,468	80,822	82,842	85,328
2 year	79,559		81,945	84,404	86,514	89,109
3 year	81,945		84,403	86,935	89,108	91,782