

**SOUTHWESTERN WISCONSIN
REGIONAL PLANNING COMMISSION**

Job Description Form



Employee Name	Mary Jenkins Penn		
Job Title	Natural Resource Planner		
Reports to	Ron Niemann	<i>Title</i>	Comprehensive Planning Program Manager

Is a driver's license required for this position? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	Hours <u>40</u> / week <input type="checkbox"/> Permanent <input checked="" type="checkbox"/> LTE
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JOB SUMMARY

Working with other SWWRPC staff members I edit, collate, and produce materials necessary for comprehensive planning projects, with added emphasis on natural resource information contained in comprehensive plans. I attend comprehensive planning meetings, working with and answering questions for participatory jurisdictions. I also am responsible for monitoring the SWWRPC website.

WORK OBJECTIVES

Describe the work objectives. List them in descending order of importance. Include time allocation for objectives.

Objectives	Time Allocation (%)
Collaborate with the Transportation Planner, the Economic Development Planner, the staff Cartographer, and the Administrative Assistant to collect and prepare data, create graphical representations, and develop comprehensive planning related materials for participating jurisdictions and relevant local, county, and state agencies.	35
Process and enter comprehensive planning information collected from feedback from each participating jurisdiction in order to complete their individual comprehensive plans.	35
Schedule and attend (night) planning meetings, answer questions regarding comprehensive planning, natural resources, smart growth, etc., and collect and provide planning resources to participating jurisdictions.	20
Upload files and update information on the SWWRPC website.	5
Analyze and query GIS data and GIS generated maps to assist in comprehensive planning efforts.	5

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned by my position.

SIGNITURE OF EMPLOYEE		DATE:
SIGNITURE OF SUPERVISOR		DATE:
SIGNITURE OF EXECUTIVE DIRECTOR		DATE: