

**SOUTHWESTERN WISCONSIN  
REGIONAL PLANNING COMMISSION**

Job Description Form



<b>Employee Name</b>			
<b>Job Title</b>		Associate Planner	
<b>Reports to</b>		Ron Niemann	<i>Title</i> Community 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 - All positions will be limited time duration positions; based on the length of the subject contracted.

**JOB SUMMARY**

Working with other SWWRPC staff members to develop, edit, collate and produce materials necessary for comprehensive planning projects. This person also attends comprehensive planning meetings and works with and answers questions for participatory jurisdiction.

**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 Planning 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
Analyze and query GIS data and GIS generated maps to assist in comprehensive planning efforts.	10

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.

SIGNATURE OF EMPLOYEE		DATE:
SIGNATURE OF SUPERVISOR		DATE:
SIGNATURE OF EXECUTIVE DIRECTOR		DATE: