

JOB DESCRIPTION FOR TOWNSHIP PLANNER

(The following is used as a partial description and is not restrictive to duties required)

Township Planner is a journey level position in the professional planner series. This position reports directly to the Township Clerk/Zoning Administrator and is expected to perform assigned tasks with increasing independence and self-direction.

The primary responsibilities of the Township Planner are: promoting economic development throughout the Township; assisting higher level staff with research, data collection, project review, report and grant writing and public presentations; advising elected and appointed officials on economic development and planning related public policy issues.

The Township Planner position will

- Develop and coordinate development of master, area specific, and issue-oriented plans including the Township-wide Parks and Recreation, General Motors/Saginaw Corridor Subarea Plan
- Act as primary staff support for Lansing Township Brownfield Redevelopment Authority and Michigan Avenue Corridor Improvement Authority
- Apply for and administer grants
- Administer Business Support Services program (B2S)
- Provide staff support for the Heights as Eastwood condominium associations
- Provide support to maintain the grounds and structures of the Heights at Eastwood
- Market municipally owned properties and manage real estate transactions
- Advise Township Board of Trustees and department managers on planning related matters
- Manage Township LEED® Certification efforts.
- Provide information and assistance to the public on routine-to-difficult planning-related matters regarding zoning, land use, and municipal codes
- Research and review development projects for completeness and compliance with the Township zoning ordinance and land use goals as described in the 2009 master plan
- Coordinate project review with other Township departments and external entities;
- Prepare and present staff reports to the Planning Commission, Board of Trustees, and relevant committees and other bodies
- Serves as staff support and liaison to the Planning Commission
- Administers Part 91 Soil Erosion and Sedimentation Control MEA and APA Programs
- Conduct certified construction stormwater operator inspections, coordinate with external regulatory agencies, and maintain records for regulated municipal construction projects

- Coordinate DDA marketing and promotion efforts
- Conduct market research as needed to promote the Township to prospective investors and businesses
- Implement business recruitment and retention efforts by establishing and maintaining relationships with local, regional, and national companies
- Coordinate communication programs and efforts
- Maintains Township GIS, produces maps and performs analysis using GIS for use by the Department of Planning + Development and others as necessary;
- Develops recommendations and resolutions of determination
- Performs field investigations to ensure projects conform to zoning codes, design regulations and/or approved plans;
- Supervise infrastructure, maintenance, and beautification projects
- Consult and advise DDA as needed
- Attend meetings of the DDA and EDC Board of Directors
- Oversee Department of Planning + Development intern(s)

Knowledge of: (at entry)

- Principles, practices and procedures related to urban and regional planning and zoning administration, including applicable laws and regulations;
- Comprehensive plans and current planning and the development process;
- Computer applications related to the work, including basic GIS concepts and applications;
- Project management techniques;
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports;
- Principles and practices of effective supervision;
- LEED® Principles and practices
- Techniques for effectively representing the Township with governmental agencies, community groups, business, professional and regulatory bodies and with property owners, developers, contractors and the general public.

Skill in: (at entry)

- Administering complex current and advanced planning and zoning conformance activities in an independent and effective manner;
- Conducting complex planning research projects, evaluating alternatives, making sound recommendations and preparing effective technical staff reports;
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances;

- Directing and reviewing the work of support staff and external vendors on a project or day-to-day basis and training staff in work procedures;
- Effectively representing the department and the Township in meetings with governmental agencies, community groups and various business, professional and regulatory organizations, and in meetings with individuals;
- Conducting zoning studies and interpreting Township zoning laws, regulations and codes;
- Using specialized computer software such as GIS, AutoCAD, Google SketchUp, Adobe Creative Suite, etc.;
- Reading blueprints and site plans and conducting site inspections; and
- Communicating effectively with officials, co-workers, subordinates, the general public, representatives of organizations and others sufficient to exchange or convey information and receive work direction.

Certification in: (at entry)

- Part 91 Comprehensive Soil Erosion and Sedimentation Control
- State of Michigan Construction Stormwater Operator
- American Institute of Certified Planners (AICP)