

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Associate Planner
Job Code	
FLSA Status	Non-Exempt
Pay Grade	107

GENERAL SUMMARY

Processes and reviews plans for the Design Review Board and the Zoning Board of Appeals; determines conformance with ordinances and when to require revisions, and prepare for meetings; responds to the general public on planning inquiries; assists with the preparation of public notices and communications; attends Design Review Board, Planning Commission and Zoning Board of Appeals meetings when required to assist other planning staff; and assists with research and data collection for Planning studies.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Receives plans for the Design Review Board (DRB), Planning Commission (PC) and the Zoning Board of Appeals (ZBA) and determines if a complete submission has been provided.
- Assists in Preparing public notices or property owner verifications
- Maintains applications in the Township's software tracking system
- Provides the public with ordinance requirements and procedures for projects in the Township.
- Attends DRB, PC and ZBA meetings and assists other planning staff as appropriate
- Completes routine office and administrative tasks
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Bachelor's Degree from an accredited college with major course work in Urban Planning or related field
- 1 to 3-years' experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities

Licenses or Certifications

None.

OTHER JOB REQUIREMENTS

None.

PREFERRED QUALIFICATIONS

None.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Basic principles and practices of planning
- Basic principles and practices of research and data collection

Skill in:

- Computer programs and applications, which may include Microsoft Office, Internet applications, and database management
- Effective written and verbal communication and proper phone etiquette

Ability to:

- Explain rules and procedures clearly to the public
- Gather relevant information to address citizen inquiries and concerns
- Manage time effectively
- Work on several projects or issues simultaneously
- Work independently or in a team environment as needed
- Attention to details while keeping big-picture goals in mind

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment		X	

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Street environment (near moving traffic)	X		
Construction site	X		
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Communicable diseases	X		
Moving mechanical parts	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)	X		

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.

Sedentary Work - Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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