

LAND USE SUPERVISOR

PURPOSE: Provide direction and perform complex reviews to ensure development projects are in conformance with Comprehensive Plan.

FUNCTIONAL AREAS: Under direction of Director of Planning:

1. Perform or assign complex reviews of land use related actions to assess immediate and long-term effects on adjacent and city-wide land uses, transportation, housing, recreation and economics in the City.
 - * A. Review, evaluate and process applications for land use related actions in adherence with federal and state statutes, local ordinances, regulations, Comprehensive Plan and accepted business practice.
 - * B. Manage environmental review process, including ensuring compliance with federal, state, and local regulations and procedures; overseeing preparation of Environmental Assessment Worksheets and other environmental review documents and procedures; and preparing documents related to environmental determinations.
 - * C. Identify and apply relevant statute, ordinance or regulation in response to specific question or condition; respond to questions and provide information to the public; provide explanation of and negotiate application requirements and issues; and make recommendations accordingly.
 - * D. Research information, analyze and interpret data, and communicate requirements, regulations and procedures.
 - * E. Attend meetings with project proposers, developers, boards, commissions and staff to identify and resolve problems.
 - * F. Formulate recommendations in the form of written and verbal reports to Planning Commission, City Council and others as directed.
 - * G. Draft ordinances and resolutions for City Council consideration and present specifics at Council meetings.
 - * H. Develop and analyze amendments pertaining to Comprehensive Plan and ordinances; and monitor implementation of Comprehensive Plan.
2. Supervise Division Staff
 - * A. Prioritize, assign work and projects, and coordinate schedules of assigned personnel.
 - * B. Effectively recommend the hire, transfer, promotion, discipline, suspension, or discharge of assigned personnel.
 - * C. Establish work standards, provide coaching and feedback, and conduct employee evaluations.
 - * D. Monitor work sites to ensure compliance with established methods, guidelines, standards, and procedures.
 - * E. Train personnel in correct and safe methods and procedures as necessary to accomplish their assigned work.
 - * F. Effectively recommend adjustments or other actions in employee grievances.
 - * G. Delegate authority and responsibilities to others as needed.
 - * H. Disseminate instructions and information to employees through oral and written communications.

JOB REQUIREMENTS

Education & Experience Requirements

† A combination of education and experience, defined either as:

Five years of increasingly responsible experience in the administration of land use regulations, including natural resources regulations as determined by management and, a Master's degree from an accredited college or university with major course work in planning, public administration, geography, urban design, natural resources, business administration or related field,

Or

Seven years or more of increasingly responsible experience in the administration of land use regulations, including natural resources regulations, as determined by management and a Bachelors Degree from an accredited college or university in planning, public administration, geography, urban design, natural resources, business administration or related field.

Knowledge Requirements

- † A. Knowledge of general principles and practices of municipal administration, land use planning, zoning, urban design, natural resources identification and processes, environmental review and comprehensive plan implementation.
- † B. Knowledge of accepted principles and practices of business communications, record keeping and report preparation.
- † C. Knowledge of the principles and practices of technical research and analysis.
- † D. Knowledge of contemporary office procedures and methods.
- † E. Knowledge of computer applications including word processing, spreadsheet, digital photography, email, internet, and retrieval of GIS data.

Skill Requirements:

- † A. Skill in interpreting laws, regulations, policies, procedures, maps, specifications, graphs and statistical data related to municipal planning.
- † B. Skill in making clear and persuasive oral presentations, sometimes to unreceptive audiences.
- † C. Skill in establishing and maintaining cooperative partnerships and effective working relationships with those contacted in the course of work.
- † D. Skill in data collection and analysis.
- † E. Skill in preparing clear, concise and complete technical documents, reports, and correspondence using accepted business writing principles.

Ability Requirements:

- A. Ability to become proficient with and administer pertinent federal, state and local laws and regulations, including Duluth Comprehensive Plan, Duluth zoning ordinance, Duluth subdivision regulations, Duluth sign ordinance, Duluth Water Resource Management Ordinance, Minnesota comprehensive Planning Act, Minnesota Wetland Conservation Act, rules of Minnesota Board of Water and Soil Resources, Environmental Quality Board and wetland impact rules of U.S. Army Corp of Engineers.
- † B. Ability to organize and correlate statistical data.
- † C. Ability to communicate clearly, concisely, and effectively, both orally and in writing for lay and professional audiences.
- † D. Ability to operate office equipment including fax, copier, computer hardware and computer software including word processing, spreadsheet, digital photography, email, internet, and retrieval of GIS data,
- † E. Ability to be flexible and adapt to change.
- † F. Ability to set priorities, organize work, and meet deadlines under pressure and time constraints.
- † G. Ability to work independently in the absence of supervision.
- † H. Ability to regularly use hands to manipulate tools, controls and computer keyboard.
- † I. Ability to sit for extended periods.
- † J. Ability to frequently stand, reach with hands and arms, stoop, and walk, at times on uneven surfaces, while carrying out activities both in the office and in the field.
- † K. Ability to transport (usually by lifting and carrying) boxes of supplies and equipment weighing up to 25 pounds for presentations and meetings.
- † L. Ability to transport oneself to, from, and around project sites and meetings.
- † M. Ability to attend evening meetings.
- † N. Ability to attend work on a regular basis.
- † O. Ability to work cooperatively and in a positive manner with staff from other federal, state and local agencies, and other City departments.

*Essential functions of the position

†Job requirements necessary on the first day of employment

Analyst: JA	Class #: 1367	Union: Supervisory	Pay: 1080-1085
CSB: 20080205	CC: 20080226	Res # 08-0169R	WC Code: 8810
EEO Funct: Community Development		EEO Cat: Professional	