

ASSOCIATE PLANNER

DATA SPECIALIST

(Department of City Development)

THE PURPOSE: The Associate Planner-Data Specialist serves as the Department of City Development's chief data analyst, collecting, analyzing, and reporting on demographic, economic, and land use data used for citywide and area comprehensive master plans, redevelopment plans, and studies related to the development and redevelopment of districts and project areas within the City.

ESSENTIAL FUNCTIONS:

- Collect, analyze, and convey demographic, economic, and land use data for use in a variety of planning efforts.
- Develop methodology to collect data, such as designing and executing surveys and obtaining data from other governmental and private agencies.
- Develop methods to store, maintain, update, and retrieve data and research products so they are readily accessible.
- Serve in an advisory role in matters related to data and the ways it can be presented for specific projects.
- Develop reports and analyze demographic data for planning purposes.
- Publish data summaries for public use (such as the *Milwaukee Urban Atlas*).
- Develop, interpret, and disseminate economic, social, and demographic statistics into reports of findings, illustrating data geographically and translating complex findings into written text and illustrations.
- Assist with preparation of citywide and area comprehensive master plans, including writing work scopes, hiring and supervising consultants, leading advisory committees and public meetings, editing reports, and organizing internal support efforts.
- Write and edit reports on staff findings and recommendations, and present reports to public bodies such as City Plan Commission, Redevelopment Authority, and Common Council committees.
- Disseminate planning information for use in decision-making.
- Analyze comprehensive plan changes.
- Occasionally supervise and provide direction to graduate interns and others assigned to specific projects, including outlining work methods, supervising daily activities, and reviewing end products.
- Perform other related duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. A Master's Degree from an accredited college or university in Urban Planning or in Economics, Statistics, or Geographic Information Systems with coursework in Urban Planning. A related Bachelor's Degree from an accredited college or university that included coursework in Urban Planning plus two years of professional experience performing duties closely related to this position may be substituted for the Master's Degree.

NOTE: *Equivalent combinations of education and experience may also be considered.*

2. Valid driver's license at time of appointment and throughout employment.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Certified Planner as designated by the American Institute of Certified Planners (AICP).

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

Technical knowledge and skills:

- Knowledge of urban planning principles and techniques.
- Knowledge of mathematics and statistics.
- Superior ability to conduct research, compile and analyze data, and produce reports.

Computer knowledge and skills:

- Ability to use standard software, such as spreadsheet, word processing, presentation, and graphics programs.
- Ability to use sophisticated database and statistical software to store, retrieve, and analyze data.
- Knowledge of GIS software such as ArcView and MapInfo.

Communication, interpersonal, supervisory, and personal management skills:

- Well-developed written communication skills.
- Excellent oral communication skills; ability to lead meetings and conduct presentations.
- Good interpersonal and customer service skills.
- Ability to work well independently and as a team member.
- Ability to effectively supervise and train staff members.
- Ability to stay organized while maintaining a busy schedule with changeable priorities.

THE CURRENT SALARY RANGE (558) IS: \$43,910 to 53,941 annually with excellent benefits. Recruitment is normally at the beginning of the pay range.