

# Planning Assistant Duluth Township

## Reports To: Planning Director

### Duties:

1. Training with and under the direction of the Planning Director
  - a. Process LUP's: Gather additional information from applicant, if necessary, coordinate with Assistant Planning Director, Town Clerk, and Planning Secretary, complete site visit.
  - b. Review and Process applications for:
    - i. CUP
    - ii. Variance
    - iii. Subdivision Reviews
    - iv. PUD
    - v. Zoning map and text changes
    - vi. Signs
    - vii. Site clearing
    - viii. Fill
    - ix. Township road site entry permit, coordinate with Town road Supervisor. Review for compliance with Zoning Ordinance requirements.
  - c. Zoning Enforcement.
  - d. Review vegetation management plans in shoreland overlays.
  - e. Familiarize with Agencies that Duluth Township cooperates and coordinates with .
  - f. Familiarize with enforcement processes and procedures.
  - g. Reviewing and familiarizing with conditional uses and variance applications.

### 2. Knowledge of and / or experience with:

- a. Minnesota Statutes and other agency plans and regulations pertinent to Zoning and Land Use
- b. Forestry practices, soil suitability, wetlands, and vegetation management best practices.
- c. Building and construction processes.
- d. Town of Duluth Zoning Ordinance.
- e. Town of Duluth Comprehensive Land Use Plan.
- f. Knowledge of and/or experience with Duluth Township community.

### 3. Skills and Abilities

- a. Ability to communicate respectfully and effectively with the public as well as groups such as the Planning Commission, Town Board, and other gatherings of community members.
- b. Ability to work with and relate to individuals and groups who have a wide array of values, skill levels, and differences to respectfully deal with conflicts.
- c. Ability to use the following computer programs:
  - i. Word, Excel, PowerPoint
  - ii. Photoshop or similar graphics programs
  - iii. Adobe Acrobat
  - iv. Internet based programs dealing with Parcel information, GIS, Revisor of Statutes, Etc.