

Plat Review Supervisor

Department of Administration

Division of Intergovernmental Relations

Position Summary

Under the general supervision of the Department of Administration (DOA) Division of Intergovernmental Relations (DIR) Division Administrator, serve as the Plat Review Supervisor. This includes administering the Plat Review Program and managing both the Municipal Boundary Review Program and the Municipal Services Payments Program.

This position administers the state-level Plat Review program for land subdivisions and assessor's plats. Plat Review duties include coordinating and overseeing the statewide review and certification of plats and certified survey maps per statutory requirements and deadlines.

This position manages the state-level Municipal Boundary Review (MBR) program which reviews and issues determinations on proposed annexations, attachments, boundary agreements, incorporations, and consolidations. The MBR program maintains the Municipal Data System (MDS) and files all statutorily compliant municipal boundary change ordinances in the MDS database.

This position also oversees the Municipal Services Payments (MSP) program, a payment in lieu of taxes program which provides payments to municipalities that provide waste management, law enforcement, and fire/EMS services to state facilities.

This position will directly supervise personnel, develop budget initiatives, prepare and manage operating budgets, track and project program revenues, develop land records automation standards for programs, coordinate efforts with state agencies, local governments, and private entities, and maintain state records for litigation and public information. These activities will occasionally include state travel.

Special Requirement: Must currently hold and maintain a Professional Land Surveying license from the State of Wisconsin, Department of Safety and Professional Services. Additionally you are required to obtain a personal registration seal in compliance with the specifications outlined in Wis. Admin. Code § A-E 2.02.

Goals and Worker Activities

A. (50%) Administer Wisconsin's Land Subdivision Plat Review under Chapter 236 Wis. Stats., and Assessor Plat Review under Chapter 70, Wis. Stats.

- A1. Review staff technical comments, analysis and recommendations and ensure consistency with the purpose and intent of state platting laws and local subdivision control ordinances. Modify recommended conditions of certification or objections as necessary.
- A2. Coordinate and oversee state interagency reviews by the Department of Transportation and by county planning agencies of land subdivision plats to meet statutory requirements and deadlines.
- A3. Assess state agency and county planning agency conditions to negotiate and resolve noncompliance with state standards and local ordinances with the affected agencies, surveyors and developers.
- A4. Evaluate interagency and county conditions to determine the departments final action, certification or objection, to the plat.
- A5. Certify on behalf of the State and county planning agencies that subdivision plats meet minimum layout and mapping requirements and accurately reflect legal boundaries in the recordable document.
- A6. Review staff technical comments, analysis and recommendations from assessor plat consistency with statutory requirements and compliance with procedures for boundary corrections. Modify conditions of certification, objections or recommendation revisions as necessary.
- A7. Certify on behalf of the department that assessor plats meet minimum surveying and mapping requirements and accurately reflect legal boundaries of the parcels on the recorded document.
- A8. Interpret state's, administrative rules, local ordinances, and attorney general opinions as they relate to program policies and procedures.
- A9. Draft and monitor the program's annual operating budget. Write justification requested for additional spending authority as needed.

- A10. Draft biennial budget initiative based on program needs and changes and emerging technologies.
- A11. Track and project fee revenues. Recommend, as necessary, revisions to Wisconsin Administrative Code, Chapter Adm. 49, Plat Review Fees, for adjustments to the plat review fee schedule based upon a market analysis of future land development trends and land records adjustments.
- A12. Maintain program records for land information data base, public access, and potential litigation.
- A13. Develop and monitor public access policy for program land records consistent with state law and department policy. Recommend changes to program and department policy as needed.
- A14. Develop annual and long-term automation plans consistent with emerging technologies in land surveying and engineering.
- A15. Provide information to local officials, attorneys, legislators, subdividers, surveyors, and other interested parties on platting rules and procedures.
- A16. Review proposed bills and administrative rules affecting platting, development, land record information and land surveying for impacts on the program. Represent the department on land surveying and development issues before the legislature.
- A17. Develop fiscal estimates of proposed legislation, administrative rules and changes in program procedures.
- A18. Waive monumentation and mapping requirements for specific requests under s. 236.20(4)(d) and s.236.16(1), (2), and (3), Wis. Stats.
- A19. Provide technical assistance to other state agencies and local governments in developing proposed amendments to platting statutes and administrative code.
- A20. Develop an outreach strategy and informational materials, such as updates to the Wisconsin Platting Manual as needed to assist surveyors and officials with program compliance.
- A21. Track emerging technology use and needs of surveyors and other unit customers.
- A22. Daily contacts with the public and interested state and local representatives to provide information on land development and the Plat Review Program.
- A23. Work with land surveyors and developers on a daily basis to instruct what corrections need to be made to plats and certified survey maps and on an infrequent basis to negotiate objections and deadline extensions.

B. (20%) Manage the Municipal Boundary Review Program

- B1. Manage and coordinate the implementation and administration of the Municipal Boundary Review Program with the team lead and other staff.
- B2. When requested or as appropriate, provide guidance and administrative determinations to staff and correspondence to interested parties via email and phone with landowners, developers, planners, surveyors, county and municipal staff, state agency staff, attorneys, and other members of the public and assist them with their municipal boundary-related questions.
- B3. Monitor ongoing legal cases which pertain to annexations, incorporations, and boundary agreements.
- B4. Monitor ongoing legislative bills or proposals which pertain to annexations, incorporations, and boundary agreements.
- B5. Monitor news stories which pertain to annexations, incorporations, and boundary agreements.
- B6. Provide staff assistance to the Incorporation Review Board.
- B7. Attend and participate in the Department's public hearings on incorporation petitions.
- B8. Edit public interest review determinations for proposed annexation, boundary agreements, consolidation, and incorporation petitions based on statutory requirements, case law precedent, and Department precedent.
- B9. Meet with the Division Administrator, Department attorney, and other Department staff to discuss any petition for incorporation or consolidation or proposed boundary agreement.
- B10. Monitor the annual work of the Wisconsin Boundary and Annexation State Certifying Official, including their creation of new DOA and Department of Revenue Codes pursuant to the creation of newly incorporated or dissolved municipal jurisdictions and the maintenance of associated DIR website updates to posted geographic code and municipal change lists.

C. (10%) Manage the Municipal Services Payment Program and the Wisconsin State Demographic Services Center

- C1. Supervise staff administering the Municipal Services Payment Program and Wisconsin State Demographic Services Center activities.
- C2. When requested, assist with the interpretation of associated statutes. Exercise judgement in providing guidance for proper application of statutory program requirements.

- C3. When requested, analyze and recommend policy, administrative, and technology changes to the Program Guidelines for the MSP Program as needed. Working with the MSP program administrator, obtain initial approval for recommended program guidelines' changes from DIR/DOA leadership and final approval from the state legislature's Joint Committee on Finance.
- C4. Ensure that Municipal Services Payment Program payments schedule report is submitted to the Joint Committee on Finance by November 15 each year.

D. (10%) Advise the DIR Administrator and others on policy and management issues

- D1. Monitor, identify, analyze, and evaluate issues, programs, state budgets and trends that impact bureau programs or initiatives; apprise the Division Administrator and DOA leadership of these occurrences and then craft and supervise appropriate responses for consideration.
- D2. Act as a representative from the State of Wisconsin by frequently delivering speeches and making presentations, participate in public, intergovernmental, interagency, regional and national work groups, and represent the State and Department at various meetings or events when requested.
- D3. Create and recommend specific goals and objectives for the programs under supervision.

E. (10%) Supervision of program staff and other duties as assigned

- E1. Supervise staff carrying out duties of the department for plat review, the Municipal Boundary Review Program, and the Municipal Services Payment program, as well as oversee the duties of Wisconsin State Demographic Services Center.
- E2. Develop position descriptions for permanent staff as needed. Recruit candidates for open positions, write interview questions, and recommend new hires.
- E3. Determine limited term employee (LTE) staffing needs, develop job duties and skills required, write interview questions, recruit for LTE positions, and recommend selection of new employee. Monitor LTE hours allotted.
- E4. Establish general work assignments for program personnel and supervise staff priorities and work products to ensure acceptable professional standards are realized and work plan targets are met.
- E5. Establish and monitor employee career development by specifying career goals and standards with employees. Review the increased levels of responsibility and requisite training for each step.
- E6. Prepare annual performance evaluations, documenting performance achievements and problems. Develop annual employee training plans to address employee performance problems and requirements of the career development plan.
- E7. Perform special projects as assigned by division administrator. Projects are performed on an independent basis.
- E8. Maintain materials documenting workflow for all essential work tasks related to position.

Position Description - Knowledge and Skills Required

- 1. Extensive knowledge of the approval and certification of the subdivision of land as found in Chapter 236 Wis. Stats., and of assessor's plats as found in s. 70.27 Wis. Stats.
- 2. Extensive knowledge of land surveying principles and practices.
- 3. Extensive knowledge of the principles and practices of program and personnel management.
- 4. Considerable knowledge of the procedures, programs and policies pertaining to local government, land use planning, zoning, subdivision regulations, and the development of land.
- 5. Working knowledge of emerging technologies in land information and current use by the public and private sectors.
- 6. Extensive knowledge of the Division of Intergovernmental Relations organizational structure and responsibilities.
- 7. Knowledge of land records modernization processes and efforts at the local level, as well as awareness of the roles of various actors, such as land information officers, planners, general and corporate counsel, real property listers, surveyors, and register of deeds.
- 8. General financial management and fiscal reporting skills.
- 9. Skill at assessing formal and informal relationships for mediating problems and achieving acceptable policy direction.
- 10. Extensive knowledge of statute interpretation, case law, and local ordinances related to land use and local government and ability to understand and apply these to the review of municipal boundary actions.
- 11. Extensive written and verbal communication skills and experience or ability to draft public interest review

determinations.

12. Substantial skill in preparing and conducting public meetings and discussions with residents, local communities, attorneys, planners, citizen groups, among others, in which specific information is communicated, and decisions are made under possibly adversarial or controversial conditions.
13. Extensive knowledge and skill in program development, implementation, monitoring and evaluation.
14. Extensive knowledge of legislative process in Wisconsin, including state budget and administrative rule processes.
15. Substantial knowledge of work functions and practices in state agencies including the structure of state agencies and the day-to-day function within state agencies.
16. Ability to learn to use and maintain the Department's online Municipal Data System at <https://mds.wi.gov>.
17. Ability to utilize GIS mapping systems in the review of municipal boundary actions.
18. Ability to understand comprehensive plans, maps, agreements, and other planning documents in the review of municipal boundary actions.
19. Strong organizational and time management skills, because Wisconsin statutes establish specific timelines for the Department in its review of municipal boundary actions.
20. Ability to analyze and assess competing arguments regarding municipal boundary actions in an objective and neutral manner.
21. General knowledge of the structure and powers of state agencies, regional planning commissions, and local governments.
22. Excellent writing skills to design materials and edit text to communicate complex information and technical jargon in documents understandable to the layperson.
23. Skilled in common software such as Word, Excel, Adobe, Access, and PowerPoint.
24. Responsive to email, phone calls, and other communications in a timely manner.