

Planner I

Reports to: Planning Manager

Supervisory: No

FLSA Status: Exempt

Grade: E1

Department: Development Services

Summary: Assists with the design, promotion and administration of long range, short-range and current city planning activities. Assists with coordinating public and private policies to meet the future needs of the City. Elicits active citizen participation in planning for the City's future by identifying achievable and cost-efficient goals objectives and forecasts for future governmental decision making. Maintains an effective public relations approach to increase acceptance of comprehensive city planning. Provides technical expertise and control of work to assure timely performance. Adheres to professional planning standards, zoning and land subdivision codes.

Examples of Duties: This list may not include all tasks and/or knowledge which may be expected of the employee, nor does it cover all specific duties which may be required. Other duties may be assigned.

Develops or assists in the preparation of background and impact reports to the Planning Commission, Board of Zoning Appeals and Historic Preservation Commission on zoning, land subdivisions, planned unit development cases, annexation, variances, site plans, special use permits, historic landmark designations, certificates of appropriateness, and historic preservation grant applications providing the information necessary to assist the boards and commission in making decisions. May assist in ensuring appropriate application close out and record retention, the Planner may assist with these efforts, as applicable.

Provides staff assistance for department boards and commissions including but not limited to preparing notifications, agendas, minutes, presentations, and running meetings.

Uses ArcGIS and design tools (e.g. SketchUp) for planning research and assessment of appropriateness of various developments or modifications.

Identifies community problems, issues and opportunities in particular neighborhoods and corridors that could be mitigated through better community planning. Works cooperatively with city staff towards solutions.

Assists with updates and maintenance of the Comprehensive Plan, other city plans, and various land development regulations. Assists with writing a variety of ordinances and regulations relating to planning, land use, and development.

Works with ad hoc commissions, committees, City staff and community groups on specific planning and community development related issues.

Reviews site plans and permit applications of moderate complexity for conformance with codes, policies and various regulations. Assists with the review of complex and difficult site plans for conformance with codes, policies and various regulations.

Reviews commercial sign applications, for permanent and temporary signs. Advises businesses and developers on sign requirements, provides verbal and written comments to customers and sign company representatives, works frequently with the Electrical Inspector and other staff as needed on elements of the sign review. Conducts occasional site visits to determine compliance with the sign ordinance.

Responds in a timely basis to inquiries from developers, attorneys, engineers, architects, fellow employees and citizens regarding planning, zoning and housing issues.
Attends a substantial number of meetings outside of normal business hours including evening and occasionally weekend meetings.

Coordinates special projects as assigned by the Planning Manager. Works closely with the City Planner.

Updates City zoning maps and ensures their completeness and accuracy.

General Skill Levels:

Knowledge of:

- Techniques, principles and practices of comprehensive city planning. Included is an understanding of the short-term and long-term socioeconomic, environmental, fiscal, and political implications of planning decisions.

Skills in:

- Effectively communicating and presenting technical data and findings orally, verbally and in written or graphic form.
- Preparing detailed work reports.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.

Ability to:

- Use word processing, spreadsheet, Internet and e-mail software, ArcGIS software, design software such as SketchUp, and other City applications as needed by the department.
- Utilize computer-based information with statistical and other techniques in data analysis and to make cost and other planning related projections.
- Plan, organize, and carry-out complex research projects effectively, often working on multiple projects or issues simultaneously.
- Produce high quality work while meeting strict deadlines.
- Resolve conflict and work harmoniously with department heads, department staff, officials, employees, outside professionals and the general public.
- Share responsibility with others as appropriate and work independently as needed.
- Learn and apply knowledge of local government zoning, historic preservation, land subdivision, and planned unit development regulations.
- Learn and apply applicable Illinois laws affecting municipal planning, statistical research methods, cartography, site planning, land planning and of the concepts of new urbanism and form-based zoning.

Required Education/Experience:

- Bachelor's degree with major coursework in urban planning, urban studies, architecture, landscape architecture, history, political science or closely related field, and at least 1 year of

professional planning experience; or a master's degree in urban planning, urban studies, architecture, landscape architecture, history, political science or closely related field.

- Equivalent combination of education and experience may be accepted.

Certificate or Licenses: Driver's License – required

Physical Requirements/Working Conditions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Work is performed primarily in an office environment, although oversight and inspection activities may take place in dusty, moist or humid conditions and in a range of outdoor temperatures. Work requires driving to other office locations and other agency facilities in town and occasionally to other locations around the state for meetings and training, as well as visits to outdoor sites.

Equal Employment Opportunity

We value diversity and the many contributions that are made to our City by people from all walks of life. Therefore, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, national origin, disability or any other attribute or characteristic protected by law.

ADAAA

It is the policy of the City to comply with all federal and state laws concerning employment of persons with disabilities and act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is the policy of the City not to discriminate against qualified individuals with disabilities in regard to application procedure, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Employees shall make requests to Human Resources for reasonable accommodations.