

Planner II

Reports To: Planning Manager

FLSA Status: Exempt

Grade: E2

Department: Development Services

Summary: Performs senior level work. Designs, promotes and administers long range, short-range and current city planning activities, including development review and land use Commission support. Coordinates public and private policies and capital improvements to meet the future needs of the City. Elicits active citizen participation in planning for the City's future, identifying realistic goals, objectives and forecast for future governmental decision making. Maintains an effective public relations program to increase acceptance of comprehensive city planning. Provides technical direction to assure timely performance, adherence to professional planning standards, zoning and land subdivision codes.

Is a role model for Servant Leadership. Work is reviewed by the Planning Manager.

Essential Functions: 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 and prepares background and impact reports to the Planning Commission, Board of Zoning Appeals, Historic Preservation Commission, and City Council on zoning map amendments, text amendments, land subdivisions, planned unit developments, annexation agreements, special use permits, certificates of appropriateness, historic designations and historic preservation grants. Provides information necessary to assist the boards and commission in making decisions.

Works with Regional Planning Commission staff on specific projects as assigned.

Performs research to identify and recommend revisions to the City's Comprehensive Plan, Zoning Code, Subdivision Code and other municipal ordinances.

Works with ad hoc commissions, committees and community groups to develop long range and strategic plans for City neighborhoods and districts on specific issues.

Provides staff assistance for the land use boards and commissions, which may include meeting management, presentations, and taking meeting minutes.

Responds to inquiries from developers, attorneys, engineers, architects, fellow employees and citizens regarding planning, zoning, development and sustainability issues.

Coordinates special projects as assigned by the Planning Manager related to a variety of planning disciplines.

Prepares initial budget for the Planning Division, for Director's approval.

Updates City zoning maps and ensure their completeness and accuracy.

General Skill Levels:

Knowledge of:

- Techniques, principles and practices of comprehensive city planning.
- Short-term and long-term socioeconomic, environmental, fiscal, and political implications of planning decisions.
- City zoning, historic preservation, land subdivision, and planned unit development regulations.
- 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.

Skills in/Ability to:

- Use Microsoft Office and cloud products, GIS software, mapping, analytic, presentation, permitting 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.
- Lead teams, plan, organize, and carry-out complex research projects effectively.
- Present findings effectively in oral, written and graphic form.
- Manage functions, resolve conflict and work harmoniously with department heads, officials, employees, outside professionals and the general public.
- Communicate technical data, verbally and in written form.
- Prepare detailed work reports.
- Coach and mentor junior staff.
- Identify individuals with the technical and interpersonal skills to lead subgroups and projects.
- Guide staff in a respectful and constructive manner, share responsibility with others and delegate responsibilities as appropriate.

Education/Experience:

- **Required:** Bachelor's degree with major coursework in urban planning, urban studies, architecture, landscape architecture or related field, and at least 4 years of professional planning experience.
- **Preferred:** Master's degree in planning/land use or closely related field.
- Equivalent combination of education and experience may be accepted.

Certificates and Licenses:

- Illinois Driver's License – required
- American Institute of Certified Planners – preferred

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.