TITLE: PLANNER II
STATUS: EXEMPT
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: ECONOMIC DEVELOPMENT DIRECTOR

Planner II is responsible for performing a variety of zoning, planning and economic development activities. Under the supervision of the Economic Development Director, Planner II assists with the design, promotion and administration of long-range, short-range and current planning efforts. Planner II works closely with the public to assist and provide information regarding the Comprehensive Plan and zoning, land subdivision and business licensing ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as Project Manager for zoning and land use applications by coordinating submittals, disseminating plans and reports for review, reviewing for planning and zoning compliance, writing comprehensive review letters, preparing reports and approval documents, monitoring construction, performing site and landscape inspections, and ensuring that the developer is meeting all Village requirements.
- Provide technical assistance to citizens, property owners, developers, attorneys, and other professionals regarding development proposals and the regulations and policies of the Village.
- Review and process zoning and land use applications, including annexations, annexation agreements, conditional uses, land subdivisions, variances, zoning map amendments, planned unit developments and site plan reviews.
- Prepare Planning and Zoning Commission agendas and minutes. Coordinate public hearings. Attend and present at the Planning and Zoning Commission meetings and some Village Board meetings.
- Assist in the administration of the Business and License Regulations, including meeting with prospective business owners/representatives and providing zoning approvals on new business applications.
- Maintain planning, zoning and subdivision records, including but not limited to non-conforming uses, Conditional Uses, PUD approvals, annexation agreements, etc.
- Enforce zoning regulations and collaborate with other Village staff on interpretations, as necessary.
- Assist with preparing text amendments to the Business and License Regulations, Zoning, and Land Subdivision Ordinances.
- Assist with updates to and maintenance of the Comprehensive Plan and other planning and economic development documents and initiatives.
- Draw maps, charts, sketches, and plans to illustrate proposed design options or to facilitate planning design work.
- Maintain records, perform analysis, and prepare maps on the Village’s GIS system.
- Assist with economic development efforts.
- Prepare and administer grants, as needed.
• Represent the Village on committees and at various events and meetings, including evenings.
• Provide support for special projects, events and committee assignments, as needed.
• Represent planning and zoning and land use interests when negotiating Annexation Agreements, PUDs and Development Agreements.
• Mentor junior planning staff. Assist with project reviews and preparation of reports.
• Generate content for reports, brochures, newsletters, website, and other publications.

QUALIFICATIONS AND SKILLS REQUIRED

• Possess a Bachelor’s Degree, Master’s Degree preferred, in planning, architecture or a closely related field.
• Possess a thorough understanding of land use planning and the development process in both infill and Greenfield development.
• Skilled at managing multiple projects simultaneously with little to no supervision.
• Able to work diplomatically with the public and development professionals and exhibit superior verbal and written communication skills.
• Have intermediate to advanced experience with GIS and Microsoft Office. Basic knowledge of content and document management systems is desired.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

• Valid Illinois driver’s license
• AICP (American Institute of Certified Planners)

WORKING CONDITIONS/PHYSICAL DEMANDS

The working conditions/physical demands described below are representative of those that might be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Use hands to handle or feel objects or controls
• Regularly talk and hear
• Frequently stand, walk and sit
• Occasionally reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
• Occasionally lift and/or move up to 25 pounds
• Requires close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
• Work near moving mechanical parts, in high, precarious places, in outside weather conditions, with occasional exposure to fumes or airborne particles, toxic or caustic chemicals and vibration
• Tolerate prolonged periods of concentration, writing, proofreading and extensive computer work
• Exercise a considerable amount of independence, with the ability to manage workload and immediacy, importance, and timeliness of certain projects
• Able to cope with numerous interruptions
• Use judgement to analyze specific situations and determine appropriate actions