



Position Description

Job Title	Planner
Department	Community Development
Employment Status	Full Time
Exempt/Non Exempt Status	Exempt

Scope of Work

This is highly responsible professional planner work involving urban and community planning projects and in the administration of the Village's development review process on submitted proposals, enforcement of zoning ordinances, and performance of comprehensive planning functions. Responsibilities include assisting the Community Development Director with all aspects of Village planning and community development including administrative work in the formulation, installation, modification and improvement of plans for the Village's physical, social, and economic development through administration of the Village's land use plan, urban designs, community development programs, and enforcement of zoning and development codes. This position also handles the coordination of special projects for the Community Development Director related to urban design and community development.

Supervision

Received	Community Development Director
Exercised	None

Essential Job Functions

- Serves as a staff technician, performing responsible technical assignments in the administration of comprehensive planning, plans review, land use management and economic development programs.
- Gathers and evaluates physical, social, economic and other data used in constructing a resource base that is applied to both planning and economic development functions.
- Participates in the development of plans for land use, including layout of streets, highways and parks, location of businesses, industrial and residential areas, and public facilities.
- Conducts studies of traffic movement, population density and growth, and economic base and conducts related planning research.
- Performs short range planning studies, neighborhood and community analysis for renewal programs.
- Prepares and administers plans and/or zoning codes within the policies of the Planning Commission

and the Village Board and proposes new policies and/or operating guidelines for them to adopt.

- Oversees the collection, analysis and presentation of planning data, reports and related materials, assuring developers' subdivision plans receive a multi-disciplinary site plan review through the "One-stop Shop" concept (which includes bringing the Public Works [Engineering Division] and the Fire Departments into the process).
- Coordinates construction projects with the long range capital improvements plan and gives advice to and cooperates with municipal officials, major developers and community organizations in connection with new or contemplated major projects.
- Assists the Director in the preparation of agendas, the presentation of materials, and the development of official departmental recommendations, and records for the Zoning Board of Appeals, the Planning Commission, and the Tax Increment Financing District Commission and the Village Board, assuring that self and the department serve as technical advisors to these agencies (and to other Village Departments) on planning, community development, building code enforcement or zoning matters.
- Represents the Village and its agencies at public hearings.
- Draws maps, charts, sketches, and plans to illustrate proposed designs or to facilitate planning design work.
- Studies and maps the general character and condition of properties in designated areas through field studies; may draft conditional use zoning ordinances to protect the aesthetic or historic character of specific areas of the Village.
- Obtains designated information from records of public agencies or printed material and conducts routine investigations pertaining to the Master Plan, zoning changes and other planning matters where information to be gathered is factual and objective in character.
- Participates in the development and writing of regulations for zoning and subdivisions, reviewing development proposals submitted to the Village
- Helps the Director assure all development proposals meet with the various provisions of EPA and DNR regulations (e.g., wetlands preservation requirements) and confers with various County and State officials/professional staff members regarding both technical and compliance aspects of development plan approvals.
- Meets with developers and their professional staffs, the general public and other interested parties to discuss and review commercial and residential development proposals.
- Assesses the impact of development proposals on the Village's comprehensive plan, preparing sub-area or neighborhood comprehensive plans for those portions of the community and surrounding region which are either currently experiencing or expected to experience substantial development pressure.
- Assists in the preparation of a community profile and other public information.
- Attends and speaks at public hearings held to examine various development proposals.
- Attends meetings/seminars of area planning professionals to represent the Village and to keep current with trends in the planning field.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from a four-year college or university with a Bachelor's degree in Urban Planning or a related field supplemented by a Master's Degree in same, including or supplemented by one to three years' experience in a significant zoning and planning administrative position; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none">• Urban and inner city development and planning principles, practices and techniques.• Landscape architecture or urban design principles and practices as they apply to properly assessing planning projects.• Governmental and professional planning and zoning procedures.• Topographical, drainage system design and site grading principles and techniques.• Planning, land use, and municipal law.• The methods and techniques of statistics and technical writing standards as applied to planning studies.
Ability to	<ul style="list-style-type: none">• Plan, schedule, coordinate, monitor, and implement planning programs and projects.• Write and to speak effectively in public.• Maintain records and to prepare and present professional reports.• Establish proper documentation of a project's progress and to see it through the many layers of community, county, state and Federal clearances necessary for it to become reality.• Establish and maintain effective working relationships with associates, elected officials, government officials, private corporations and their staffs, co-workers, and the general public.
Skill in	<ul style="list-style-type: none">• Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so.

Necessary Special Requirements

- None

Physical Demands

The physical demands described here are representative of those that must 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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.