

DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES DIVISION
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150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 04-17
POSTED: 2/03/2017, 8:00 a.m.
EXPIRATION: 2/24/2017, 4:30 p.m.
TITLE: PLANNER (Position Code #2400)
SALARY: \$71,566 - \$118,156
DEPARTMENT: COMMUNITY DEVELOPMENT
DIVISION: PLANNING

GENERAL PURPOSE

This position performs advanced level planning duties for the City involving a wide range of assignments; applies planning knowledge to assignments and to the coordination of projects, land-use review cases, planning processes or technical planning support to various committees, boards and other departments; Performs urban planning duties in support of the City's redevelopment and comprehensive planning programs while ensuring compliance with professional standards and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Interprets and applies applicable codes, ordinances and regulations;
Initiates actions necessary to correct deficiencies or violations of regulations;
Assists with updates and maintenance of the Zoning Ordinance, Subdivision Regulations and other land development plans and regulations;
Writes, or assists in writing, a variety of ordinances and regulations relating to zoning and development controls;
Conducts review of various development petitions including subdivision plats, annexations, permits, site plans, variation of use and variance requests, Special Use Permits, and rezoning;
Writes staff reports related to various zoning and land use petitions;
Conducts site visits, collects field data, verifies site conditions and notes onsite problems;
Conducts extensive research in specific or general project areas;
Seeks information about new regulations, pending legislation and trends in planning that impact planning programs and processes;
Writes and presents formal and technical reports, working papers, and correspondence;
Identifies community problems, issues, and opportunities that could be mitigated through better community planning;
Attends substantial number of meetings;
Initiates and carries out complex planning studies related to economic base, employment, population, land use, public facilities, etc.;
Responds to questions from other agencies, developers, other professionals, and the public regarding projects under review, code interpretations and other planning issues;

Provides technical and professional analysis to resolve current planning problems and guide future development;
Responds to and/or engages Federal, State, and local agencies regarding planning, research, surveys, and grants;
Develops and manages service contracts; drafts requests for qualifications; requests for proposals; contracts, and scope of services;
Establishes and maintains necessary files pertaining to planning records, reports, plans, maps and related materials;
Serves as a member of staff and committee and board meetings as necessary;
Assists other planning staff members and performs related duties and responsibilities as required.
Performs other duties as required.

REQUIRED QUALIFICATIONS

Education and Experience:

Graduation from an accredited four-year college or university with major course work in planning or a related field;
Minimum of four (4) years' experience in municipal planning or a master's degree with two years of experience in the planning profession;
Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Thorough knowledge of:

1. Theory, principles, standards and practices of urban planning.
2. Application of land use, physical design, and zoning principles and practices to complex planning development reviews or policy development issues.
3. Applicable local, state, regional and federal laws, regulations, codes, requirements and criteria related to planning, environmental review, floodplain management, and local transportation
4. Math concepts, including common statistical analysis techniques and formula relevant to the planning process.
5. Terminology, symbols, methods, techniques, instruments and sources of research information used in planning.
6. Local government organization and the functions and practices of municipal planning.
7. Methods and techniques of developing and implementing citizen involvement or outreach processes.
8. Computers (including printers/scanners), common applications and software pertaining to planning, including Microsoft Office, Internet applications, PowerPoint, database management, or GIS mapping (and other tools that may become commonplace in the trade).

Ability to:

1. Understand, interpret, communicate and execute federal, state and local laws, regulations, policies, procedures and standards and planning principles and practices to specialized, complex or diverse planning processes.

2. Manage projects and contracts including budgets, schedules and defined work product
3. Understand the underlying objectives and apply City policy in formulating recommendations, resolving complex issues or recommending policy changes.
4. Present ideas and proposals clearly and persuasively, orally and in writing; negotiate resolutions or problems or conflicts.
5. Prepare clear, concise and comprehensive technical and policy documents, reports, correspondence and other written materials.
6. Exercise sound independent judgment and reach appropriate conclusions within established City policies and guidelines.
7. Deal effectively with difficult people, angry citizens, and upset applicants and resolve their issues within the confines of laws, rules, policies and processes.
8. Establish and maintain effective working relationships with developers, property owners, elected officials, City management staff, other departmental staff, community representatives, the public and others encountered in the course of employment.
9. Understand and follow oral and written instruction.
10. Establish and maintain an effective working relationship with employees, City officials and the public.
11. Provide oral communication and interpersonal skills to present research findings to various boards and committees.
12. To do creative problem-solving skills to gather relevant information to solve less well-defined practical problems.
13. To review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
14. Communicate effectively, orally and in writing, with the general public, businesses, other agencies, other professionals, boards, committees, and commissions.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a college or university with an undergraduate or graduate degree in urban planning or closely related field; four years or progressively responsible professional planning experience; or an equivalent combination of training and experience.

SPECIAL REQUIREMENTS

Must possess a valid State of Illinois motor vehicles operator's license;

AICP certification is desirable, but not mandatory.

Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

A complete job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER