



Associate Planner Community Development/Planning Department

Description:

The Village of Plainfield is seeking to hire one (1) full time Associate Planner. This position involves the application of professional planning skills and knowledge to serve as a staff technician in the review of development matters as they relate to the comprehensive plan, Village policies, codes and ordinance. This position also involves performing responsible technical assignments in the administration of the comprehensive plan, plan review, land use managements, code review for signage, code development and/or modification, and other related matters. Works with considerable independence, but is expected to exercise exceedingly high levels of good judgment, tact, and diplomacy.

Essential Duties and Responsibilities:

- Compiles and analyzes data on economic, social, and physical factors affecting land use, and prepares or requisitions graphic and narrative reports on data.
- Confers with local authorities, civic leaders, business and development community, and land planning and development specialists to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses.
- Assessment of impacts of development proposals on the Village's comprehensive plan.
- Reviews development proposals submitted to the Village; assesses consistency of new development with comprehensive plan.
- Reviews site plans and architectural drawings to determine whether they are consistent with Village's design guidelines and site plan review ordinance.
- Prepares sub-area or neighborhood studies and assists the Village Planner in preparing other special planning studies, i.e. parking studies, bikeway planning, open space planning, historic preservation planning, downtown issues, and others as assigned.
- Draw maps, charts, sketches, and plans to illustrate proposed designs or to facilitate planning design work.
- Performs field studies and maps general character and consideration of properties in designated areas.

Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Knowledge equivalent to a bachelor's degree in urban and regional planning or related field, and one-year responsible experience in a planning position or a comparable professional experience; or an equivalent combination of training and/or experience.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business

correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- To perform this job successfully, an individual should have knowledge of Microsoft Excel database software; Adobe Photoshop design software, ArcGIS, and Microsoft Word software.
- Must possess a current and valid Illinois motor vehicle operator's license.
- Considerable ability to write clearly and concisely; extensive ability in speaking extemporaneously before large public groups and in addressing their questions in a concerned, open, and forthright manner; considerable ability to interpret and explain laws, ordinances and regulations; considerable ability to establish and maintain effective working relationships with developers, contractors, property owners, Village officials, other employees, and the general public; work independently with little or no supervision.
- Comprehensive knowledge of the principles of urban planning and zoning; comprehensive knowledge of the laws, rules and regulations governing municipal planning and zoning; comprehensive knowledge of research and analytical techniques and principles; and knowledge and abilities regarding oral, verbal and graphic presentations practices.

Salary/Benefits:

Starting salary for this full-time, exempt position is \$57,495/year with a full range of benefits offered.

Email your application and resume along with a cover letter to humanresources@goplainfield.com

Hard copies may be dropped off or mailed to:

Village Hall
24401 W. Lockport Street
Plainfield, IL 60544.

The Village of Plainfield is an Equal Opportunity Employer and encourages persons of diverse backgrounds to apply for available positions.