



NOW HIRING

Associate Planner Community Development Department

DESCRIPTION:

The Village of Glen Ellyn is seeking to hire one (1) full-time Associate Planner. The job duties of this entry-level position include, but are not limited to, providing assistance to the Village planners in support of the daily activities of the planning division and working on a wide range of projects including assistance with development and zoning reviews, annexation agreements, Code updates and implementation of the Comprehensive Plan and Downtown Strategic Plan. The Associate Planner will act as the primary staff liaison to the Historical Preservation Commission and will assist with other Commissions, as assigned. This position plays a visible role in providing responsive, courteous and efficient service to Village residents and the general public. Other related duties as assigned. The position reports directly to the Planning Manager.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in Urban Planning, Public Administration, Architecture or closely related field. Previous planning experience a plus.
- Ability to operate various types of standard office equipment, including computers and related software (e.g. MS Office suite); previous experience utilizing computer software programs, such as Munis and GIS is a plus.
- Must possess a valid driver's license at the time of application.
- Must be willing and available to attend monthly evening meetings.

SALARY/BENEFITS:

The pay offered for this full-time, exempt position is \$55,155/annually to \$83,816/annually with anticipated starting salary around \$60,000 depending on qualifications. Position includes full benefits, as well as participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit retirement pension plan.

HOW TO APPLY:

1. Interested candidates should submit a cover letter, resume, writing sample, and employment application ([click here](#)) to applicants@glenellyn.org. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #37-23 Associate Planner)** in the subject line of their e-mail.

3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and post offer medical physical with a drug screening.
4. **Complete application submittals are due by November 3, 2023 at 5:00 p.m.** *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER