



EMPLOYMENT OPPORTUNITY

200 East Wood Street, Palatine, IL 60067 • (847) 359-9050 • www.palatine.il.us

Part-time Management Analyst or Planner I

The Village of Palatine is seeking an innovative, motivated, and energetic professional for the part-time position of Management Analyst or Planner I within the Village's Department of Planning & Zoning.

Job Description: The position's main responsibilities include performing site plan review, conducting current planning activities and zoning enforcement, providing assistant support to the Village's Zoning Board of Appeals or Plan Commission, conducting comprehensive planning projects, and reviewing development applications. The Village's population (2010 Census 68,557) and age (established in 1866) create a diverse and challenging environment for planning. Expanded commercial development along the Rand Road and Dundee Road corridors is active and on-going. The Village's Comprehensive Plan was updated and adopted in 2011 and Palatine's Transit Oriented Development plan was adopted in December 2016.

Qualifications: The ideal candidate has a range of general municipal and planning skills; with a minimum of a bachelor's degree in planning or similar field and related experience. Excellent written, communication, time-management, interpersonal, and computer skills are essential. Experience and familiarity with planning principals, municipal processes, site plan review, and ordinance interpretation/application is preferred. Project management, assertiveness, and strong organizational skills are critical.

Salary: \$28 - \$32 per hour depending on qualifications.

Hours: This is a part-time position that is anticipated to work approximately 20 hours per week and would be eligible to participate in the Illinois Municipal Retirement Fund.

To Apply: Apply online at www.palatine.il.us. Position will remain open until filled.

The Village of Palatine is an Equal Opportunity Employer



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