



NOW HIRING

Planning Manager Community Development Department

DESCRIPTION:

The Village of Glen Ellyn is seeking to hire a full-time Planning Manager. The job duties of the position include, but are not limited to, managing large-scale and long-range planning projects, providing complex support to the Village Boards and Commissions and assigned, and implementing the Village's plans and studies including the Comprehensive Plan and Downtown Plan.

The Planning Manager must have strong communication and management skills and be an innovative problem solver. The successful candidate will be able to effectively build working relationships with community leaders, elected officials, employees, and other key stakeholders. Candidates should be capable of evaluating and managing commercial, residential, and mixed-use development proposals. The position manages the day-to-day functions of the Planning Division within the Community Development Department and oversees the Planner, Associate Planner and Planning Intern. The position reports directly to the Community Development Director.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in planning, urban planning landscape architecture, or a closely related field. Master's degree preferred. AICP certification preferred or obtained within 2 years of hire.
- Minimum of 2-3 years of progressively responsible experience in planning, preferably in a government setting.
- Experience with Microsoft Office and geographic information systems (GIS) software is desirable.
- Must possess a valid driver's license at the time of application.

SALARY/BENEFITS:

The salary range for this full-time, exempt position is \$77,660 - \$118,104 with an anticipated starting salary of \$85,000/annually with a full range of benefits offered. Actual starting salary is negotiable, and will be dependent upon qualifications, experience, and professional achievement.

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: #38-23 – Planning Manager)** 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