



NOW HIRING

Planner Community Development Department

DESCRIPTION:

The Village of Glen Ellyn is seeking to hire one (1) full-time Planner. 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 Plan Commission, Zoning Board of Appeals, and possibly the Historic Preservation Commission as assigned as well as implementing the Village's Comprehensive Plan and Downtown Plan. Provides responsive, courteous and efficient service to Village residents and the general public. Other related duties as assigned. The position will report to either the Director of Community Development or the Senior Planner.

ESSENTIAL FUNCTIONS:

- Review requests for approval of PUDs, special uses, zoning variations, sign variations, zoning map amendments, zoning code text amendments, subdivisions and exterior appearance applications.
- Serve as Staff Liaison to the Plan Commission, Zoning Board of Appeals and possibly the Historic Preservation Commission, as assigned; attend and participate in public meetings and hearings, which includes coordination and meetings with petitioners, producing agendas, draft memoranda, providing complex research and analysis, making public presentations, and developing actions items or policy recommendations.
- Negotiate and draft annexation and recapture agreements with assistance from Department Director, Village Attorney and Public Works Department; process annexation requests.
- Draft code amendments, including amendments to the zoning code, subdivision regulations code, sign code and appearance review guidelines; interpret codes and identify potential code amendments.
- Assist in the preparation, amendment, and implementation of the Village's long range plans such as downtown plans, streetscape plans, wayfinding plans, and comprehensive plans.
- Prepare maps, exhibits or power point presentations, as requested; coordinate notices for public hearings.
- Participate as assigned in developing Department's annual operating budget, as well as the development and implementation of Department goals, objectives, policies and priorities.
- Continuously evaluate processes and programs; identify opportunities that improve customer satisfaction, review turn-around time, and/or staff efficiencies.

- Schedule and assign work to designated personnel and/or consultants as assigned; and indirectly participate in the selection, training, motivation, and evaluation of Department intern.
- Coordinate updates and amendments with DuPage County and U.S. Census Bureau.
- Monitor planning activities of neighboring jurisdictions; coordinate work with other affected agencies; and assist in the development of regional plans, as assigned.
- Represent the Department to other Village departments, elected officials, outside agencies and the general public; explain, justify, and defend programs, policies, and activities; and negotiate and resolve sensitive, significant, and controversial issues.
- Ensure Department files are continuously maintained in an accurate and organized fashion and that applications and process documents are complete, accurate, and periodically updated.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in urban planning, public administration, or closely related field. Master's degree preferred.
- AICP certification is preferred, but not required; incumbent must be able to obtain AICP certification within one year of employment.
- Three years of increasingly responsible municipal planning experience is desired; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Ability to take control of situations, think quickly, and adapt to stressful situations is a must; and the ability to use good judgment and effectively solve problems is also required.
- Ability to effectively prioritize and organize a heavy workload.
- Ability to instruct and train in methods and procedures; must be able to delegate activities in an effective and responsible manner.
- Ability to communicate effectively both orally and in writing and be comfortable making public presentations to various stakeholders.
- Ability to perform basic mathematical calculations is also required.
- Ability to interpret zoning code, sign code, subdivision code, and stormwater code; must also possess the ability to comprehend, retain and apply Village, State, and Federal policies and legislation, local ordinances, procedure manuals, etc.
- Ability to operate various types of standard office equipment, including computers and related software (e.g. MS Office suite); previous experience using computer software programs, such as OnBase, GIS, and Munis is a plus.
- Must possess a valid driver's license at the time of application.

SALARY/BENEFITS:

The range salary for this full-time, exempt position is \$62,573 to \$95,171/annually. Starting salary is anticipated to be \$78,000 DOQ, with a full range of fringe benefits including participation in the Illinois Municipal Retirement Fund (IMRF) pension plan 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: #22-40 - 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. **Review of resumes will begin on October 11, 2022, at 5:00 p.m.** Position is open until filled. *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