



PLANNER I

The Village of Mahomet, Illinois is seeking an entry level planner to assist the department with planning, zoning, and development activities. The Village is a fast growing community 8 miles west of the City of Champaign. As a small village, all staff and positions have broad and diverse responsibilities affording this entry level planner exposure to and experience in a variety of areas in the planning field.

The Community Development Department provides planning, land use and development, economic development, building inspection, and code compliance services, and the related support to boards and commissions, other village departments, developers, property owners, builders, investors, public agencies, and residents.

The planner will be responsible for researching, analyzing, and preparing reports and planning graphics; preparing meeting agendas and case materials; developing recommendations for zoning and land use development cases; participating in public meetings held by Village boards and commissions; drafting ordinance changes; producing graphics and map exhibits; inputting, analyzing and using GIS based data; and, serving as the initial point of contact on zoning and compliance inquiries.

Requires a Bachelors degree with 1 year experience or a Masters degree in urban planning, public policy or administration, or similar. Salary range \$39-43,000 DOQ. Benefit package included. For a complete description visit www.mahomet-il.gov

Please submit a resume, cover letter, and completed application to Jeanne Schacht, jschacht@mahomet-il.gov. Applications should be received before October 15, 2016.

JOB DESCRIPTION



PLANNER I or II

Generally, the planner will be responsible for researching, analyzing, and preparing reports and planning graphics; preparing meeting agendas and case materials; developing recommendations for zoning and land use development cases; participating in public meetings held by Village boards and commissions; drafting ordinance changes; producing graphics and map exhibits; inputting, analyzing and using GIS based data; and, serving as the initial point of contact on zoning and compliance inquiries.

TYPICAL DUTIES

BOARD AND COMMISSION SUPPORT

- Prepares agenda items for the Village Board of Trustees, the Planning and Zoning Commission, Board of Appeals, and Economic Development Commission, as needed and as directed.
- Attends Planning Commission meetings and Village Board meetings in order to make presentations and address questions.
- Takes notes for Plan and Zoning Commission, Board of Appeals and Economic Development Commission meetings.

ADMINISTRATIVE SUPPORT

- Prepares a variety of written communications, including analytical reports, commentaries, correspondence, and drafts of revisions to local ordinances, planning policies and procedures.
- Assists in compiling, arranging, analyzing and interpreting data; analyze and summarize compiled data and presents them in the form of maps, reports, tables, videos, presentations or statistical analyses.
- Researches zoning, subdivision and development history of properties to assist the director in assessing the feasibility of (re) development, rezoning, and subdivision.
- Track progress and facilitate and maintain communication with various parties during the review, approval and recording processing of subdivisions to assist in operational efficiencies.
- Represent the department at various meetings.
- Participate in pre-development meetings by providing background and technical information on property attributes, development constraints and considerations, and expected project approval processing to assure compliance with standards and regulations.

PUBLIC SUPPORT AND ENGAGEMENT

- Provides assistance to developers, engineers, other professionals, and the public regarding Village policies, regulations, standards and procedures pertinent to the processing of land

development applications, planning and design variances, and in matters related to the review and recording of final plats.

- Provides initial point of contact on zoning and land use related inquiries from the public and interested agencies and companies.

GOVERNMENTAL AND AGENCY COORDINATION

- Coordinates assignment of addresses and reconciles issues with various agencies and governmental bodies.
- Coordinates with Champaign County Plan and Zoning Department on subdivisions within the mile and a half ETJ but not within Village limits or subject to annexation.

AND OTHER DUTIES AS CAPABLE, NEEDED, AND ASSIGNED

SKILLS AND ABILITIES

- Excellent verbal and written communication skills.
- Strong visual communication skills and graphic talent to produce concise, easily understood materials for broad dissemination. Great visual story-telling is highly desirable.
- Excellent technical skills related to data and document management, project tracking and process mapping.
- Quantitative analytical skills using Microsoft Excel and other related tools.
- Resourcefulness and strong analytical skills.
- Proficiency in standard Microsoft Office programs (Word, Excel, Outlook, Publisher). Working knowledge of Microsoft Access, Project, and Visio; ArcGIS; or, Adobe Creative Suite is desirable but not required.
- Ability to read plats, infrastructure construction plans, and site plans.
- Ability to learn new software and employ new technologies to achieve work requirements in an increasingly efficient and effective manner.
- A dedication to quality work and natural and developed tendency to be detail-oriented.
- Ability to work in a collaborative team environment across numerous disciplines.

EDUCATION AND EXPERIENCE

- Bachelor's or Master's degree in Urban and Regional Planning or closely related field; preferably supplemented by a minimum of one year professional experience that includes municipal planning, real estate or land development, or development/subdivision review.
- Understanding of municipal planning and urban planning principles.

WORK ENVIRONMENT

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to sit, stand, talk, and hear. The employee is further required to walk; use hands; handle or operate objects, tools, or controls; reach with hands and arms; and bend and stoop.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

PAY GRADE: E

Disclaimer:

The position description does not constitute an employment agreement between the Village and the employee and is subject to change as the needs of the Village and the requirements of the job change. Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position. Each employee's position description is maintained as part of his/her personnel file. Additional copies of positions descriptions may be requested through the department head.

Employee _____ Date: _____

Supervisor _____ Date: _____

Human Resources Director _____ Date: _____