

PLANNER II

DISTINGUISHING FEATURES OF WORK:

Under general supervision of the Community Development Director, performs professional level planning activities for the Village which may include: research and analysis of technical data, assisting the public in applying planning and zoning regulations, assisting the general planning process, gathering data, administration of the Village Comprehensive Plan and Zoning Code, and organizing statistical information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides Departmental assistance to the Planning & Zoning Commission (PZC), Community Development Committee (CDC) and the Economic Development Committee (EDC), provides professional advice to the P&Z in regard to Village development, plans, codes, etc. in regard to issues to be discussed; communicates between Village staff, EDC, CDC, land developers and builders.

- Interprets and administers the Village's zoning ordinances.
- Researches and recommends zoning text amendments and improvements to the Village's zoning ordinances.
- Processes zoning applications for special use permits, variances, planned unit developments, map amendments and other zoning matters.
- Provides all administrative support to residents, business owners, and developers for zoning applications, including provision of assistance to applicants, preparation of PZC and Village Board staff memos and meeting packets, provision of all required public hearing notifications, packet delivery to Commissioner's residences, and presentation of staff reports at meetings of the PZC.
- Attends Village Board and other meetings as necessary to explain development project specifics.
- Interprets and administers the Village's Comprehensive Plan, including researching, recommending, and implementing amendments and updates.
- Creates land-use plans for neighborhoods, commercial areas, and special districts.
- Acts as primary planning contact at the front counter.
- Provides planning and zoning reviews for a variety of permits, including development permits for properties in the Central Business District, business licenses, and building permits
- Provides administrative support for the Economic Development Committee and other committees and commissions.
- Prepares Facade Grant applications for Village Board review.
- Conducts field inspections of projects under construction for compliance with planning related Village ordinances and conditions of approval imposed by the Village.
- Assists other staff with various planning and development activities, and answers questions from the Village departments.
- Responds to public inquiries regarding planning, zoning, building permits, variances, special uses, site plans, subdivisions, and similar questions.
- Responds to resident complaints regarding zoning violations, and coordinates with the the Village's Code Enforcement staff.

PLANNER II

- Assists the Village's Geographic Information Systems (GIS) staff as needed. Maintains GIS data and creates GIS maps for all divisions of Community Development.
- Researches and responds to assigned planning related FOIA requests.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education

- Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture, architecture, public administration, or a closely related field; Masters degree or pursuit thereof desirable.
- Any equivalent combination of education and experience.
- AICP accreditation preferred.

Experience

- Requires considerable knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Considerable knowledge of planning programs and processes; Working computer knowledge;
- Requires ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; Ability to establish effective working relationships.
- Requires the experience and knowledge necessary to delegate to others.

Skills and Abilities

- Requires ability to enforce regulations with firmness and tact.
- Commits to long hours of work when necessary to reach goals.
- Requires ability to keep operating records and write reports.
- Requires ability to establish and maintain satisfactory working relationships with Village and building officials, other employees and the public
- Requires ability to obtain and maintain a valid state driver's license.
- **Communication Skills:** Requires ability to research relevant information and inform personnel and the public regarding Village ordinances and procedures; ability to communicate effectively verbally and in writing; work effectively with Village employees, elected and appointed bodies, citizen groups and the public; perform detailed phone conversations with citizens and business owners; contacts with other departments, furnishing and obtaining information; and interfacing with other governmental agencies.
- **Tool, Machine, Equipment Operation:** Requires frequent use of a personal computer, including word processing; spreadsheets; presentation software such as Power Point; motor vehicle; calculator; phone; copy and fax machine.
- **Analytical Ability:** Requires ability to apply general principles and ordinances effectively; establish goals and priorities; analyze statistical information and development applications; write concise reports and recommendations; creative design and solutions to complex

PLANNER II

development concerns.

PHYSICAL DEMANDS:

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.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Requires physical ability to operate standard office equipment including copier, computer, fax machine, mailing machine, etc. and physical ability to reach into file drawers in standard four-drawer filing cabinets.
- Requires visual ability sufficient to effectively operate office equipment including copier, computer, etc. and visual ability to read and write reports, correspondence, instructions.
- Requires hearing ability sufficient to understand radio transmissions and conversation with other individuals both in person and over a telephone.
- Requires physical ability to withstand working outside in all extreme weather conditions.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Requires physical ability to perform inspections of buildings and constructions in progress and in various stages of completion. While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate in the field.

SAFETY RESPONSIBILITIES:

Each Department employee shall be fully responsible for implementing the following provisions of this program as it pertains to operations. The responsibilities listed below are minimums and

PLANNER II

are in no way meant to limit individual initiative to implement more comprehensive procedures.

- Promptly report to your supervisor all accidents and injuries occurring within the course of their employment. If the hazard is not abated notify your Department Head.
- Cooperate with and assist in investigation of accidents to identify correctable cause and to prevent their recurrence.
- Good housekeeping must be practiced at all times in the work area.
- Avoid engaging in any horseplay and refrain from distracting others. Horseplay, scuffling and other acts which tend to have an adverse affect on safety or the well-being of other employees is prohibited.
- Obey all safety rules and follow published work instructions.
- Wear required personal protection equipment (PPE) when working in hazardous operation areas (hard hats, respirators, eye protection), in accordance with the current PPE Chart and Job Safety Analysis (JSA) Sheets. Please refer to your departments PPE Policy and Chart.
- Obey all safety rules and follow work instructions. If any doubt exists about the safety of doing a job, stop and get instructions from your supervisor before continuing.
- Do not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
- Be alert to see that all guards and other protective devices are in their proper places and adjusted correctly. Each employee will report deficiencies promptly to a supervisor.
- Arrive at work suitably attired for the job to be performed.
- Communicate the need for safety devices, physical improvements, training and refresher courses.