



VILLAGE OF HANOVER PARK  
invites applications for the position of:

# Village Planner

An Equal Opportunity Employer

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**SALARY:** Depends on Qualifications

**OPENING DATE:** 03/02/18

**CLOSING DATE:** 03/23/18 04:00 PM

**JOB SUMMARY:**

**HIRING SALARY RANGE**

\$60,690 - \$67,518 annually

**FULL SALARY RANGE**

\$60,690 - \$88,001 annually

Under general direction of the Director of Community Development, coordinates development applications, site plan review, collects and analyzes planning data; prepares planning studies and reports; assists in policy analysis and formulation; updates the Village's comprehensive plan; maintains data files for an automated geographic information system; reviews development applications and prepares staff reports for zone changes, code amendments and conditional special use permits and variances. Assists Director with Economic Development and Historic Preservation functions. Exercises a high level of discretion with making decisions and requires very little direct guidance from superiors.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Reviews building permit plans for compliance with applicable zoning, subdivisions, landscaping, and other development codes. This process includes a "sign-off" prior to permit issuance and inspection to insure compliance prior to occupancy.

Provides significant input and/or contributes to the development of departmental policies and procedures, and occasionally contributes to the development of policies that affect other departments.

Maintains, updates and assists in the implementation of goals and policies identified in the Village's Comprehensive and Strategic Plans.

Maintains computerized Village data as applicable, including demographics, land use, signs, public services, property availability and owner information. Development and maintenance includes field surveys, graphics development and statistical compilation.

Prepares applications, provides necessary documentation and coordination for special projects and awards e.g., (Certified Cities, Governor's Home Town Award, etc.).

Assists the Director in reviewing and updating all of the Village's land use regulations.

Assists in preparing brochures for developers and citizens outlining and explaining the Village's development process and promotes development opportunities.

Assists the Director in streamlining the development process and acts as an ombudsman for developers and citizens projects as they go through the necessary steps in obtaining project approval.

Maintains liaison with local, county and regional governments and agencies regarding annexation, planning and other related matters.

Maintains and updates planning data and geographic information systems as it relates to planning and physical development. Files updated demographic and industrial site information with the State of Illinois.

Provides comprehensive staff reviews for variances, rezoning, special use and planned unit development proposals. Prepares staff memos related to such reviews for Development Commission.

Assists with business and developer outreach and preparation of agendas and projects for the Committee on Networking Education and Community Teamwork (CONNECT) business committee.

Administers Escrow Agreements, communicate with Finance and Code Enforcement Staff, residents, and real estate professionals to evaluate code violations and establish agreements for them to be remedied following the sale of a property.

Provides Community Development counter coverage to assist residents with a variety of inquires.

Plans and prioritizes daily work schedule and analyzes data to develop own and departmental daily work plans that can involve resolving difficult, technical, and/or administrative issues.

Adheres to all Village policies and procedures within the department and as outlined in the Employee Handbook.

Maintains regular attendance and punctuality.

Follows all safety regulations, policies and procedures. Reports all unsafe conditions and acts to the Director. Reports all accidents to the Director immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

Performs other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.

#### **SUPERVISORY RESPONSIBILITIES**

Oversees the work of, and delegates work to the departments Administrative Assistant.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION &/OR EXPERIENCE:**

Completion of a Bachelor's degree in Urban Planning or a related field, and a minimum of four (4) years of related experience in government planning; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. A Master's degree is preferred.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess and maintain in good standing a valid Illinois Class D driver's license; American Institute of Certified Planners (AICP) certification is preferred.

To successfully perform the duties of the position, the incumbent must possess the following skills and abilities.

A working knowledge of planning principles with a minimum of four (4) years of progressively responsible planning experience in local government, and of the procedure for implementing and monitoring a master land use plan. Thorough knowledge in planning principles, technical design, research methods, maintenance of data files, and report production. Experience in computerized data base management, plan review, land use regulation, and Geographic Information Systems

(GIS). A working knowledge of all pertinent federal, state, and local regulations affecting land use regulations and a working knowledge of the municipal development process, and of the procedures for maintaining and implementing a Comprehensive Plan and experience in technical illustration. Some knowledge of local government planning with knowledge of principles and practices as applied to the collection and analysis of planning data, systems analysis and computer modeling.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hpiljobs.org>

Job #12082017

VILLAGE PLANNER

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OUR OFFICE IS LOCATED AT:

2121 Lake Street  
Hanover Park, IL 60133  
630-823-5660  
[jobs@hpil.org](mailto:jobs@hpil.org)

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### **Village Planner Supplemental Questionnaire**

\* 1. Do you currently have a valid Illinois driver's license?

Yes    No

\* 2. Do you currently hold an American Institute of Certified Planners (AICP) certification?

Yes    No

\* Required Question