

# Senior Planner

## Northbrook, Illinois

---

The Village of Northbrook, a vibrant suburban community of 35,000 residents, located 25 miles north of Chicago, with a diverse mix of residential, commercial, office, and industrial uses is currently seeking to fill a Senior Planner position in the Development and Planning Services Department.

**IDEAL CANDIDATE:** Successful candidates for consideration will demonstrate a solid foundation in planning principles and practices, particularly in the area of current planning (rezoning, subdivision and special use permit review) and possess a Bachelor's degree (Master's and AICP certification is desirable) and a minimum of five years of progressively responsible planning experience. They will have excellent communication (written and verbal) skills, and a strong commitment to providing excellent customer service. The successful candidate will be a proven self-starter with a strong enthusiasm for the profession, possess excellent organizational skills, and the ability to balance a multi-project workload.

### **REQUIRED QUALIFICATIONS:**

**Knowledge of:** Principles and practices of urban planning and zoning; land use laws, comprehension of zoning and subdivision codes; computer software such as Microsoft Word, Excel, Outlook and PowerPoint. Knowledge of ArcMap GIS, SketchUp, Photoshop, and other software is highly desirable.

**Ability to:** Analyze and compile technical and statistical data and prepare reports; utilize computer software to prepare professional reports, spreadsheets, maps, and presentations; perform complex professional planning work with minimum supervision; conduct and analyze planning studies and present the findings in an understandable manner; communicate clearly and concisely, orally and in writing; interpret and explain planning and zoning programs to the general public; work under pressure and meet established deadlines; establish and maintain effective working relationships with co-workers, representatives of other agencies, municipal officials and the public. Must have the ability to independently perform more complex professional planning work and to train and provide indirect supervision to interns, and less experienced planning staff and clerical staff.

**Experience and Education:** Five to eight years of progressively responsible professional planning experience in a public planning environment is required. A master's degree in urban planning may be substituted for one (1) year of planning experience.

Education – A Bachelor's degree from an accredited college or university with major study in planning or a related field considered useful in city planning work. A Master's degree and AICP certification is desirable.

Individuals must be physically capable of operating a motor vehicle safely and possess a valid driver's license.

Village residency is not required.

**Salary.** The Village of Northbrook offers a competitive benefits package including health, life and dental insurance, a pension plan and generous time off and a starting salary range of \$68,000 - \$78,000 DOQ

Apply with resume and cover letter to: Village of Northbrook, Human Resources Manager, 1225 Cedar Lane, Northbrook, IL 60062 or e-mail at [hr@northbrook.il.us](mailto:hr@northbrook.il.us), with Senior Planner in the subject field. Applicants are encouraged to apply by November 15, 2017, but the position will remain open until filled.