



EMPLOYMENT OPPORTUNITY

Human Resources Department
#1 Gary K. Anderson Plaza, Decatur, IL 62523
Phone: (217) 424-2805 • www.decaturl.gov
An Equal Opportunity Employer

05/17/18

SENIOR PLANNER

BEGINNING SALARY: \$57,700 - \$76,200 annually, with growth potential to \$94,700 depending on qualifications

APPLICATION DEADLINE: Open Until Filled

JOB SUMMARY: Responsible for advanced level professional work in urban planning. Provides technical support and assistance to the Director in the development and implementation of the Comprehensive Plan and the City's advanced and current planning programs with related research and analysis. Review and process land use and development applications and proposals, as well as variance cases. Prepare and present cases to City boards, commissions, and committees including but not limited to Plan Commission and Zoning Board of Appeals. Supervise and manage the work of other planning staff and interns.

KNOWLEDGE AND SKILLS

1. Bachelor's degree in architecture, urban planning, urban design, landscape architecture, public administration, geography, community development, sustainability, or related field and a minimum of four (4) years of progressive related experience. Master's degree in urban planning or related field and a minimum of three (3) years of progressive related experience preferred. Appropriate combination of related education and work experience may be considered. American Institute of Certified Planners (AICP) certification preferred, or the ability to acquire certification within one (1) year of employment. Some supervisory experience and knowledge of transportation planning and economic and community development preferred. Must possess or obtain within sixty (60) days of employment a valid State of Illinois drivers license.
2. Thorough knowledge of Federal and State laws, statutes and ordinances governing planning, zoning, building and subdivision development.
3. Thorough knowledge of the principles, practices and techniques of planning and development, zoning, urban design, and sustainability to include related local resources.
4. Skills in various research techniques and designing/drawing plans, sections, elevations and perspectives.
5. Skills in interpreting and explaining ordinances and specific criteria, to include legal descriptions of land.

6. Skills in preparing and presenting written and oral reports and documents, to include operating various professional equipment.
7. Skills in MS Word, Outlook, Excel, and PowerPoint; Skills in using graphic design, desktop publishing, database, and/or Geographic Information Systems (GIS) software programs preferred.
8. Ability to research and collect data and perform accurate calculations, to perform sound, analytical analyses, and to make well-reasoned recommendations.
9. Time and multi-project management; high level of customer service; collaborative and effective working relationships with others; and strong work ethics.

MAJOR DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position).

1. Prepares and updates as needed the Comprehensive Plan and other planning studies, including but not limited to neighborhood and district plans and sustainability plans; serves as project manager for major activities and special projects related to City long-range and sustainability planning efforts.
2. Coordinates with other divisions and departments, as well as other governmental entities, organizations, and stakeholder groups on planning projects as needed.
3. Processes and analyzes requests/proposals for zoning text amendments, zoning map amendments, land development, Conditional Use Permits, subdivision plats and regulation amendments, and provides and present recommendations on the same as they relate to the City's long-range planning goals and objectives, projects, and the Comprehensive Plan.
4. Summarizes information from maps, graphs, reports, field studies, etc.; prepares statistical reports, tabulations, computations, graphs and charts to illustrate long-range planning studies, census information, and special projects.
5. Manages Decatur long-range planning efforts with other governmental jurisdictions. Serves as the City representative on the Macon County Regional Planning Commission as assigned.
6. Enforces zoning and subdivision regulations.
7. Researches planning topics, local ordinances, and state statutes.
8. Utilizes GIS in performing simple and complex spatial analyses and mapping applications, using ArcInfo or ArcView software, or equivalent.
9. Develops and revises applicable City codes, policies, procedures and projects as assigned.
10. Prepares packet materials for related City boards and commissions and City Council, including memos, reports, maps, and other information as needed.
11. Serves as the facilitator of the interdepartmental Technical Review Committee of the City.
12. Attends Planning Commission and Zoning Board of Appeals meetings and, as needed, Historical and Architectural Sites Commission and City Council meetings, as directed by the Director. Attends other Board and Commission meetings as requested.
13. Coordinates engagement and participation of the public and various stakeholder and neighborhood groups for planning projects.

14. Makes presentations to various governmental bodies and citizen committees and groups, including but not limited to the Decatur City Plan Commission, Zoning Board of Appeals, and City Council.
15. Assists the Department of Public Works and the Economic Development Division on the City's Capital Improvements Plan.
16. Prepares City Council legislations, such as ordinances and resolutions, related to planning and development matters.
17. Coordinates long-range planning efforts with City departments, along with other planning entities within the City and County.
18. Supervises and manages the Transportation Planner in City's transportation planning program, including the Decatur Urban Area Transportation Study (DUATS), and other planning staff/interns.
19. Responds to inquiries from and interact with members of the development community and the general public regarding planning and zoning policies and regulations.
20. Assists in transportation planning and economic and community development activities as needed.
21. Performs other related duties as assigned.

BENEFITS

SICK LEAVE: 10 days of sick leave credit on first day of employment; thereafter 1 day per month granted, accumulative to 240 days

VACATION: 3 weeks after 1 year of service; 4 weeks after 10 years of service; 5 weeks after 20 years of service; 1 additional duty day per year after 25 years of service (to a maximum of 30 duty days)

HOLIDAYS:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veterans Day
Presidents' Day	Thanksgiving Day
Good Friday	Day After Thanksgiving
Memorial Day	Christmas Day
Independence Day	Two Unscheduled Holidays

PENSION: The City of Decatur contributes to the Illinois Municipal Retirement Fund (IMRF). Employees also contribute at the rate of 4.5% of gross pay. Employee contributions are refundable if employment ends before retirement.

OTHER: The City offers a four tier health insurance plan for employees and their dependents. Employees contribute toward the monthly premium for single coverage and/or family coverage through payroll deduction. The City provides a life insurance policy at one times the annualized salary plus an additional \$5,000 at no cost to the employee. Dependent coverage is offered. Employees may purchase additional term life insurance sponsored by IMRF. Employees may participate in a voluntary group dental and vision insurance plan. Deferred compensation is also available.

RESIDENCY

The City Manager, Department Directors, City Clerk and other officers as required by law, and all employees covered by this policy who are hired after May 16, 2016, shall reside within the corporate limits of the City of Decatur. Upon original appointment, such appointees may reside outside the corporate limits but will establish residence within the corporate limits of the City within twelve (12) months of appointment.

APPLY: Visit our website at www.decaturil.gov for an application. Qualified individuals should send the completed application, a resume and cover letter to the address below.

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