

original



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
SENIOR PLANNER

EFFECTIVE DATE: 10/10/2005

DEPARTMENT: Development Services	WORK LOCATION: Village Hall	FLSA STATUS: Exempt	
CLASS CODE: 7700	RANGE: 21	PENSION: IMRF	UNION: NU
REPORTS TO: Director of Planning	LEVEL OF SUPERVISION RECEIVED: General guidance and direction	LICENSE/CERTIFICATES: Illinois Class D Driver's License	

SUMMARY:

Performs a variety of routine and complex administrative, technical, and professional work in the current and/or long range planning programs of the Village ensuring compliance with Village codes and ordinances. Provides technical assistance to developers, the public, elected and appointed officials, and Village staff regarding the Village's planning and zoning review processes.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Reviews plans. Reviews land use proposals to ensure compliance with Village codes and ordinances. Evaluates the developmental impact of proposals on adopted Village plans and regulations and recommends measures to reduce adverse impacts of development.	Daily 50%
2.	Develops procedures for studying impact of existing and planned developments in order to assist the Village in estimating impacts. Researches, writes, and updates operating procedures associated with Development Services activities, including coordination of departmental reviews, petitioners processes, plan review, and hearing procedures. Researches and collects planning data needed to update and maintain the Municipal Comprehensive Plan to ensure that it is current and	Daily 20%

	current and complete. Prepares documents showing land use data, demographic statistics, fiscal data, utility inventory, and related materials. Prepares planning reports and supporting data, including recommendations.	
3.	Provides technical assistance to developers, the public, elected and appointed officials, and Village staff regarding the Village's planning and zoning review processes at meetings, in person, and over the telephone.	Daily 15%
4.	Coordinates projects with developers, the public, elected and appointed officials, and Village staff; manages materials sent to Commissions and Board; petition processes and plan review; and hearing procedures.	Daily 10%
5.	Inspects and reviews construction and improvement sites to ensure that requirements of approved project plans are implemented.	Weekly 5%
6.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Attends special Committees and meetings, as assigned.
2.	Assists other Planning staff members, as needed.
3.	Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
4.	Serves as a member of various employee Committees.
5.	Follows Village-wide and departmental safety rules and practices.
6.	Performs other duties, tasks, and responsibilities, as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (**List specific responsibilities below**)

Limited supervision of Administrative Staff Assistants, Planners, and Planner II (supervision of everyday tasks).

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

Planning, Landscape Architecture, or related field

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here
Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Enter specific application(s) here

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.

- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.

- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.

- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.

- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

Foreign language skills Ability to speak and/or read, write and comprehend...

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Writing skills
 Ability to think analytically
 Public presentation skills
 Technical knowledge of planning practices

Interpersonal skills
 Organizational skills
 Team skills
 Limited supervision

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 with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	<u> X </u>	_____	_____
Walks	_____	<u> X </u>	_____	_____
Sits	_____	_____	_____	<u> X </u>
Uses fingers in a repetitive motion	_____	_____	_____	<u> X </u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
Reaches with hands and arms above shoulder	_____	_____	<u> X </u>	_____
Climbs or balances	_____	<u> X </u>	_____	_____
Twists or turns	_____	<u> X </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u> X </u>	_____	_____
Pulls, pushes, or carries	_____	<u> X </u>	_____	_____
Talks or hears	_____	_____	_____	<u> X </u>
Tastes or smells	_____	<u> X </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u> X </u>	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u> X </u>
Lifts or move 10 to 20 pounds (light)	_____	_____	_____	<u> X </u>
Lifts or move 20 to 50 pounds (moderate)	_____	<u> X </u>	_____	_____
Lifts or move 50 to 100 pounds (heavy)	_____	<u> X </u>	_____	_____

VISION DEMANDS:

The vision demands described here, including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, and hand-eye coordination are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

___ Absence of color blindness

___ Corrected vision of...

___ Uncorrected vision of...

<i>Enter specific vision requirement here</i>
<i>Enter specific vision requirement here</i>

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	___	___	<u>X</u>	___
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	___	___	<u>X</u>	___
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	___	<u>X</u>	___	___
Works near moving mechanical parts	___	<u>X</u>	___	___
Works in high precarious places, underground, or confined spaces	<u>X</u>	___	___	___
Flying debris or airborne particles	<u>X</u>	___	___	___
Fire, smoke, fumes, gases, or noxious odors	<u>X</u>	___	___	___
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u>X</u>	___	___	___
Risk of electrical shock	<u>X</u>	___	___	___
Works with explosives or risk of radiation	<u>X</u>	___	___	___
Vibration	<u>X</u>	___	___	___
Extreme illumination	<u>X</u>	___	___	___
Low noise level (Normal voice tones)	___	___	___	<u>X</u>
Moderate noise level (Raised voice levels)	___	<u>X</u>	___	___
High noise level (Shouting/ear protection may be needed)	<u>X</u>	___	___	___

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

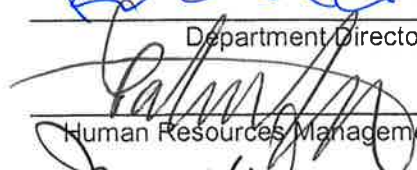
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:



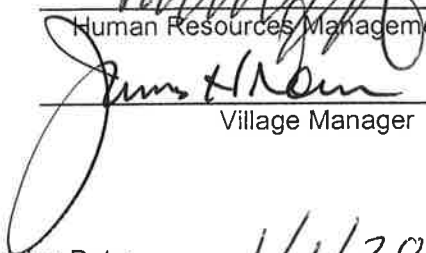
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: 10/10/2005

Revision Date: 1/1/2006