

## **Village Planner, Village of Northfield, Illinois**

### **Overview:**

The Village of Northfield is accepting applications for the position of Village Planner in the Community Development Department. This full-time position reports to and will collaborate with the Community Development Director.

The Village Planner position serves as the staff liaison to the Architectural Commission and Zoning Board of Appeals and will provide support to the Plan & Zoning Commission and Preliminary Plan Review Committee. It will support the Village's Economic Development efforts and will work closely with our business community. The Village Planner is responsible for the enforcement and compliance with Village zoning, subdivision, landscaping, tree preservation, sign, fence and property maintenance ordinances and comprehensive plan. This position supervises the Community Development summer graduate intern.

Upcoming projects this position will lead or support include, updating our Zoning Code and Sign Code; formalizing a business recruitment and retention program; community education on tree preservation; downtown revitalization and sustainability initiatives.

Community Development Director is committed to professionally develop and mentor this position as part of our organizational succession planning. Promotion opportunities will be provided commensurate with abilities, knowledge and performance.

We are seeking a collaborative, outgoing, creative problem solving, knowledgeable, service oriented, adaptable, enthusiastic, get the job done individual to partner with our organization to continuously improve our community.

### **Education & Experience Required:**

Requires a master's degree from an accredited college or university in urban planning or related field; four (4) years of experience in the field of urban planning or related field; or equivalent combination of education and experience. Municipal work experience and American Institute of Certified Planners (AICP) certification is preferred.

### **Knowledge, Skills & Abilities Required:**

- Ability to communicate effectively and professionally both orally and in writing.
- Ability to make effective presentations at public meetings and hearings.
- Comprehensive understanding of planning and zoning best practices.
- Ability to understand site plans, civil engineering plans and architectural plans.
- Strong research and analysis skills.
- Ability to analyze data, formulate pragmatic solutions and articulate recommendations.

- Ability to establish and maintain effective working relationships with the public, co-workers and Board/Commission members.
- Ability to perform multiple tasks simultaneously and to work independently and efficiently.
- Ability to interpret, explain and implement Village regulations.
- Advanced knowledge of GIS software.
- Intermediate knowledge of Microsoft Word, Excel, Outlook, Adobe Acrobat and PowerPoint
- Ability to perform intermediate-level mathematical calculations, including basic geometry.
- Knowledge of office methods, practices, and procedures.
- Ability to operate general office equipment.
- Individuals must be physically capable of operating a motor vehicle safely and possess a valid driver's license.

**Salary:** The salary range for this position is \$73,619-\$106,288. The starting salary will be dependent on the successful candidate's qualifications.

**Benefits:** APA membership, professional development training, in-state APA Chapter conference attendance,

**To Apply:** Submit an [application](#) along with a cover letter, resume, 1-2 page work related writing sample and four (4) work related references to Steve Gutierrez, Community Development Director, [sgutierrez@northfieldil.org](mailto:sgutierrez@northfieldil.org). First review of applications will occur on September 2, 2022. Applications will be accepted until the position is filled.