



MCLEAN COUNTY REGIONAL PLANNING COMMISSION

Job Description

Job Name: **Planner**

Department: Regional Planning Commission

Reports To: Executive Director

Pay Grade: Planner I or Planner II

Pay Range: \$18.0/Hr - \$28.0/ Hr DOQ; Comprehensive benefits package including health, dental, and life insurance; IMRF; and excellent paid time off benefits.

Contact: Vasudha Pinnamaraju, AICP

Executive Director, MCRPC

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Submit your resume by: July 15 2016

JOB SUMMARY: The Planner assists in developing and updating the McLean County Regional Planning Commission's (MCRPC) comprehensive and transportation planning processes. The Planner will coordinate, prepare, and develop planning programs and projects under the direction of the Executive Director. This includes researching, analyzing, mapping, and preparing documents and presentations. The position will continually pursue, consider and appropriately implement best practices within the role and will maximize on collaborative opportunities with municipalities and other partners.

ESSENTIAL RESPONSIBILITIES

Primary Functions

- Assists the with the MCRPC's comprehensive planning processes, documents, and projects.
- Collects, develops, maintains, and analyzes data using Geographic Information Systems (GIS) in support of all planning activities. Creates maps and other graphic representations.
- Assists in developing plans, and programs, including technical and policy reports
- Coordinates the agencies outreach efforts to increase the community's awareness of MCRPC and planning related issues. This may include communication materials such as surveys, posters, videos and audio publications, and other marketing/outreach materials. It also includes attending public meetings in association with the comprehensive plans.
- Coordinates with neighborhood associations and other local stakeholders in association with MCRPC activities
- Attends and participates in meetings, conferences, workshops, and seminars to keep up-to-date with current/best planning practices
- Other responsibilities as may be assigned

COMPETENCIES To perform the job successfully, an individual should demonstrate the following competencies (The basic "values" for the organization--required of all positions.)

- **Visionary** – Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to other employees
- **Delegation** – Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results
- **Customer Services** – Manages difficult or emotional customer (external/internal) situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments
- **Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; fosters quality focus in others; improves process, products and services
- **Project Management** – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and within budget; manages project team activities
- **Business Acumen** – Understands business implications of decisions; demonstrates knowledge of the Commission's business and competition; aligns work with strategic goals
- **Cost Consciousness** – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources
- **Communication** – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; writes clearly and concisely
- **Judgment** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions
- **Respect** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position
- **Safety** – Proactively supports a safety-minded work environment

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, education and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- Bachelor of Arts or Bachelor of Science Degree in Urban Planning or closely related field strongly preferred
- Coursework or experience in land use planning is highly desirable
- Two (2) years of experience in a planning agency or firm
- Or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this position

LANGUAGE SKILLS

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community
- Ability to write clearly and concisely

MATHEMATICAL SKILLS

- Ability to work with mathematical concepts as they relate to the position

REASONING ABILITY

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

CERTIFICATES, LICENSES, REGISTRATIONS

- AICP certification are desirable

COMPUTER SKILLS

- Extensive knowledge of Microsoft and Adobe Suite, ESRI suite and related planning software dependent on the nature of the job.

QUALIFICATIONS (cont'd.)

OTHER SKILLS AND ABILITIES

- Knowledge of contemporary planning concepts, principles, and skills developed by both educational training and work experience
- A working knowledge of applicable federal, state, and local planning laws and regulations
- Experience administering public agency programs and projects
- Ability to develop positive relationships with a variety of community, business, government, and neighborhood organizations, citizens, and staff
- Ability to work independently in performing planning duties

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, sit and use hands to fingers, handle or feel. The employee is occasionally required to stand, walk and reach with hands and arms. This position may be sedentary. The employee is occasionally required to move up to 20 lbs. Specific vision abilities required for this job includes close vision for reading and computer work. The employee must be able to work flexible hours and have access to reliable transportation. Regular attendance is an essential responsibility.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet
- Normal office environment