

VILLAGE PLANNER

VILLAGE OF FRANKLIN PARK, ILLINOIS

Position Description:

The Village of Franklin Park, located immediately northwest of the City of Chicago, seeks a Village Planner to undertake a wide array of duties related to development and redevelopment projects in the Village. This position reports to the Director of Community Development and Zoning. The salary range for this position is \$58,000 - \$62,000 (based on experience) and also includes an excellent benefits package.

Responsibility:

Responsibilities include building permit review, plat review, development review, public meetings, administration of Village codes, preparation of grant applications, data collection and analysis, and mapping. Working closely with Village engineers and building code administrators, the Village Planner will assist in development review activities and serve as a point-of-contact for developers, businesses and residents. The incumbent will serve as staff liaison to the Zoning Board of Appeals (ZBA), which will include holding pre-application conferences, preparing ZBA hearing packets and staff reports, conducting research, writing Village zoning ordinance amendment applications, and providing public presentations. The incumbent will present information and provide direct assistance to the Director regarding development applications, zoning and subdivision ordinance requirements, and zoning research and analysis. The Village Planner will also provide technical support to the Plan Commission and Board of Trustees by preparing and delivering staff reports and presentations on planning activities, regulatory proposals and development projects.

Duties of the Position:

- Administration of the Franklin Park zoning ordinance
- Preparation of technical reports and presentations to the Zoning Board of Appeals, Plan Commission and Board of Trustees regarding regulatory proposals, planning activities and development projects
- Attendance at public meetings outside of regular work hours
- Field survey work and data collection
- Development and maintenance of various databases and maps
- Respond to residents, property owners, and businesses regarding zoning regulations
- Work with other staff on the administration of tax increment financing (TIF) districts
- Preparation of grant and technical assistance applications
- Assistance with the administration of the Franklin Park Enterprise Zone
- Other duties as assigned

Minimum Qualifications:

- Education:
 - A master's degree from an accredited university in urban planning or a closely related field and two years of related experience
- AICP Certification or commitment to working towards AICP certification
- Strong writing skills with the ability to compose detailed technical reports
- Excellent oral communication and interpersonal skills
- Experience using basic computer software, including Microsoft Word, PowerPoint, and Excel
- Experience using the Adobe Creative Suite (InDesign, Illustrator and Photoshop)
- Experience with ArcGIS is a plus but not required
- Efficient research skills, including internet-based research
- Understanding of local, state, and federal policy
- Experience with social media to relay Village initiatives and programs

To apply, send or email a cover letter and resume detailing relevant qualifications and experience, along with a writing sample to:

Lisa Anthony, Director of Human Resources
Village of Franklin Park
9500 Belmont Avenue
Franklin Park, Illinois 60131
resumes@vofp.com

All applicants are also required to submit a Village of Franklin Park Employment Application. The application can be found online at www.vofp.com.

The Village is an EOE. Applications will be accepted until the position is filled.