



VILLAGE OF HOFFMAN ESTATES

JOB DESCRIPTION

COMMUNITY PLANNER I

EFFECTIVE DATE: 4/22/2022

DEPARTMENT: Development Services	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: 7441	RANGE: 18	PENSION: IMRF	UNION: NU
REPORTS TO: Development Services Director	LEVEL OF SUPERVISION RECEIVED: General Supervision		LICENSE/CERTIFICATES: Illinois Class D Driver's License

SUMMARY:

The Community Planner I performs a diverse variety of routine and challenging tasks focused on implementing community planning goals involving infrastructure revitalization, housing, working with public service agencies, economic development, and other efforts. This position also plays a significant role supporting communication efforts of Development Services Department.

The Community Planner I is responsible for administration of the Village's Community Development Block Grant (CDBG) Program and works on a variety of projects within the department, with other departments and with external agencies and constituents. The position performs research, assembles information, prepares and makes presentations. Must coordinate effectively with other staff as well as businesses, residents, and external agencies. Additional duties include preparation of reports and periodic presentations at Committee, Board, and other public meetings.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Administers and oversees the daily activities of the Village's Community Development Block Grant (CDBG) Entitlement Program, responding to inquiries from residents and social service agencies, tracking projects, subrecipient contracts and monitoring.	Daily 25%
2.	Performs surveys, collects and organizes data, produces brochures and marketing materials, Updates websites, and completes other tasks in support of Village economic development efforts, including business attraction and	Weekly 20%

	retention, implementation of TIF-related projects, incentive reviews, and other efforts outlined in the Village's Economic Development Strategic Plan.	
3.	Prepares and submits required quarterly, bi-annual, and annual plans and reports in compliance with Department of Housing and Urban Development (HUD) rules for the Village's CDBG Program including tracking time, reviewing reports and entering data in the Federal Integrated Disbursement Information System (IDIS) database.	Monthly 20%
4.	Coordinates with Cook County, external agencies, area communities, and other Village staff as part of implementing and evaluating new projects and programs under the Village's CDBG Program.	Monthly 10%
5.	Maintains various webpages for the Development Services Department, including regular content and graphic updates, as well as periodically reformatting/refreshing the web site structure.	Weekly 5%
6.	Coordinates communication activities for the Department, producing and editing newsletter articles, project-specific flyers, notifications, and updates. Utilizes various computer programs to prepare maps, graphics, images, charts, etc. for use in various department communications.	Weekly 10%
7.	Assists with grant application processes and administration of grants including research, evaluation, interpreting submission requirements, gathering information, preparing applications, exhibits, etc. Monitors, reports and ensures compliance of awarded grants.	Monthly 10%
8.	Performs various community planning projects and other special projects within the department including research, collection, analysis and summarizing of demographic, land use, census, tax assessment and other data.	Monthly 10%
9.	Prepares and reviews request for proposals, and then manages, works with, and monitors external consultants on a project basis, as needed.	Monthly 5%
10.	Assists in the preparation, coordination, review and presentation of the Department's annual operating and capital budgets. Assists with monitoring and implementation of budget-related expenditures throughout the year.	Monthly 5%
11.	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.	Uses GIS and other software in performance of required tasks.	
2.	Attends public meetings, as necessary.	
3.	Assists with various long range planning activities.	
4.	Attends professional development seminars and webinars to increase knowledge in CDBG, planning, management, grants, economic development, and other matters.	
5.	Serves as a member of various external and internal groups and committees	
6.	Assists with research and drafting of periodic amendments to the Village Municipal Code.	
7.	Follows Village and department safety rules and practices.	
8.	Performs other duties, tasks, and responsibilities, as assigned.	

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...

Public Policy & Administration, Planning, or related field

Experience Level

- ☐ 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

Computer Skills (Select as appropriate)

- ☐ Entry and processing of data
- ☒ Word Processing data
- ☒ Spreadsheet software
- ☒ Database software (*ability to learn*)
- ☒ Specialized applications:

GIS, Microsoft Office, Adobe

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)

Fluency in foreign
language skills is:
☒ A Plus

Ability to speak and/or read, write and comprehend.

☐ Preferred☐ Required**Required Language:**

REQUIRED COMPETENCIES:

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

Prioritize, organize, document, plan and schedule work effectively and efficiently

Work under deadlines and/or with frequent interruptions

Quickly and efficiently switch between different tasks

Respond to and interact with customers in a courteous, prompt and professional manner

Read and interpret procedures, codes and ordinances

Intermediate computer and software skills, including ability to learn and use various online database programs related to grant reporting and website content management systems

Ability to communicate clearly and effectively verbally and in writing (letters, memoranda, reports, emails, proposals, grant applications)

Comfortable making presentations and speaking in front of an audience

General knowledge of social media as a tool for professional/organizational communications

Coordinate information from multiple sources for purpose of informal and formal presentation

Problem solving skills to gather relevant information to solve vaguely defined practical problems

Work independently and ensure adherence to deadlines effectively

Work effectively in a team environment

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)

<u>Physical Activity</u>	----- Amount of Time -----			
	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...

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) <u>Environmental Conditions</u>	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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: _____

Revision Date: _____