



VILLAGE OF HOFFMAN ESTATES

JOB DESCRIPTION

PLANNER I

EFFECTIVE DATE: 3/1/2025

DEPARTMENT: Development Services	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: 7425	RANGE: 18	PENSION: IMRF	UNION: NU
REPORTS TO: Director of Planning and Transportation	LEVEL OF SUPERVISION RECEIVED: General supervision		LICENSE/CERTIFICATES: Illinois Class D Driver's License

SUMMARY:

The Planner I performs a variety of routine and complex assignments as they pertain to the day to day implementation of Municipal Zoning, Subdivision, and related codes in keeping with community development goals. This position works under the supervision of the Director of Planning and Transportation, and may receive general direction from the Senior Planner, and regularly collaborates with the Engineering, Economic Development, and Code Enforcement Divisions of the Development Services Department.

The Planner I reviews variation, special use, subdivision, and site plan requests to ensure compliance with Village Codes and good planning practice and provides technical assistance and information to residents, businesses, employees, and elected and appointed officials.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Responds to inquiries and reviews proposals from residents regarding Zoning Code bulk standards and provides guidance and evaluates alternatives for ensuring code compliance. Reviews and processes variation requests as needed.	Daily 30%
2.	Provides technical assistance to developers, the public, elected and appointed officials, and Village staff regarding petitions before the Planning and Zoning Commission or other bodies. Ensure that proper procedures are expeditiously	Daily 20%

	followed and that all information required is prepared and disseminated to proper persons. Oversees materials sent to Commission and Board and ensures that appropriate staff comments are addressed as may be appropriate.	
3.	Provides assistance in managing online project tracking software to ensure data integrity. Ensures proper integration between various systems, including Central Square, Laserfiche, GIS, and others. Updates data as needed in various programs.	Weekly 10%
4.	Reviews development and redevelopment proposals to ensure compliance with Village code and good planning practice. Recommends measures to reduce adverse impacts and makes recommendations for upgrades of non-compliant improvements. This includes review of subdivision, site plan, plat, and other development documents. Apply knowledge of site design, landscaping, parking, site lighting, and other fields to the review process.	Weekly 20%
5.	Presents staff analysis at Planning and Zoning Commission and other meetings. Respond effectively to questions.	Monthly 10%
6.	Periodically reviews and inspects projects prior to, during, and after construction and existing developments in order to ensure that requirements of approved plans and Village Code are implemented.	Weekly 20%
7.	Performs Zoning (including signage) and Site Plan review of various building permits to ensure compliance with applicable codes and approved plans.	Weekly 40%
8.	Responds to inquiries and reviews new business and other uses for Zoning Code compliance and processes special use requests as needed.	Daily 10%
9.	Assists Code Enforcement Division with technical support on complex violation cases on commercial and residential properties.	Weekly 10%
10.	Works with Municipal legal staff on code interpretations, subdivision plat reviews, etc.	Monthly 10%
11.	Interprets the Village code and drafts periodic amendments to the Code as necessary.	Weekly 20%
12.	Researches and collects planning data needed to update and maintain Village plans, studies, publications and databases in order to ensure that these documents are current and complete. Prepares documents showing land use data, demographic statistics, fiscal data, utility inventory, and other related materials. Prepares GIS maps as needed.	Monthly 5%
13.	Answers complex and routine inquiries regarding departmental activities.	Daily 5%
14.	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.	Weekly 10%
15.	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 10%

JOB NO.	OTHER RELATED DUTIES
1..	Researches, writes, and updates procedures associated with Community Development activities, including coordination of departmental reviews, petitioners' processes, plan review, and hearing procedures.
2.	Researches Development Services practices and procedures in order to identify areas where program efficiency and effectiveness could be improved.
3.	Updates Planning, Zoning and related information on Village website, handouts, brochures, and other media. Updates monthly and quarterly reports summarizing current development activity and other Planning Division items.
4.	Attends special meetings, as assigned.
5.	Attends professional development workshops to keep abreast of trends and developments.
6.	Coordinates activities with other departments.
7.	Serves as a member of various employee Committees.
8.	Follows Village-wide and departmental safety rules and practices.
9.	Performs other duties, tasks, and responsibilities, as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

☒ **X** None required

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

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

Computer Skills (Select as appropriate)

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

GIS

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

- 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 required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Basic understanding of lighting, circulation/transportation, landscape design, landscape materials, zoning administration, code and development knowledge, building design, site design/layout, signs, engineering, plats, annexation and development agreements, tree preservation.
- Able to execute project management of site plan and zoning cases under the guidance of senior staff.
- Able to perform development review, policy/code development for basic to moderately complex projects.
- Understands basic planning processes.
- Ability to work within a team environment and contribute input while working under the guidance and direction of senior staff.
- Solid presentation skills with ability to make simple presentations at public and internal meetings and respond to questions. Presentations are clear and logically presented.
- Solid writing skills with ability to develop materials with one or two review drafts. Successfully incorporates all but the more complex content related editing comments into revisions.

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...***As required by the ILSOS to operate a motor vehicle.*****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	☐	☐	☐	☒
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	☐	☒	☐	☐
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	☒	☐	☐	☐
Works near moving mechanical parts	☒	☐	☐	☐
Works in high precarious places, underground, or confined spaces	☒	☐	☐	☐
Flying debris or airborne particles	☒	☐	☐	☐
Fire, smoke, fumes, gases, or noxious odors	☒	☐	☐	☐
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	☒	☐	☐	☐
Risk of electrical shock	☒	☐	☐	☐
Works with explosives or risk of radiation	☒	☐	☐	☐
Vibration	☒	☐	☐	☐
Extreme illumination	☒	☐	☐	☐
Low noise level (Normal voice tones)	☐	☐	☐	☒
Moderate noise level (Raised voice levels)	☐	☒	☐	☐
High noise level (Shouting/ear protection may be needed)	☒	☐	☐	☐

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: _____