



VILLAGE OF HOFFMAN ESTATES

JOB DESCRIPTION

PLANNER II

EFFECTIVE DATE: 1/1/2025

DEPARTMENT: Development Services	WORK LOCATION: Village Hall		FLSA STATUS: Exempt
CLASS CODE: 7430	RANGE: 19	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 AICP certification preferred

SUMMARY:

The Planner II performs a variety of routine and complex assignments as they pertain to the implementation and administration of Municipal Zoning, Subdivision, and related codes in keeping with community development goals. This mid-level planning position works under the supervision of the Director of Planning and Transportation and has regular collaboration with the Engineering, Economic Development, and Code Enforcement Divisions of the Development Services Department.

As a key member of the Planning Division the Planner II reviews development and redevelopment proposals to ensure compliance with Village code and good planning practice, and acts as project manager for site plan, special use, variation, and other requests. This position provides technical assistance to developers, business owners, residents, elected and appointed officials, and Village staff regarding petitions before the Planning and Zoning Commission.

Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	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	Daily 40%

	improvements. This includes review of subdivision, site plan, plat, and other development documents. Apply knowledge of site design, landscaping, parking, engineering, transportation, site lighting, and other fields to the review process.	
2.	Provides technical assistance to developers, business owners, residents, elected and appointed officials, and Village staff regarding petitions before the Planning and Zoning Commission or other bodies. Ensure that transparency and notification procedures are expeditiously followed and that all information required is prepared and disseminated properly. Oversees materials sent to Commissions and Board and ensures that appropriate staff comments are addressed.	Daily 20%
3.	Responds to inquiries and reviews new business and other uses for Zoning Code compliance and processes special use requests as needed.	Daily 10%
4.	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 10%
5.	Presents staff analysis (in writing and verbally) 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.	Daily 20%
7.	Assists Code Enforcement Division with technical support on complex violation cases on commercial and residential properties.	Monthly 10%
8.	Works with Municipal legal staff on code interpretations, agreement language, subdivision plat reviews, and other items.	
9.	Interprets the Village code and drafts periodic amendments to the Code as necessary, particularly related to Subdivision, Zoning and other related topics.	Weekly 20%
10.	Researches and collects planning data needed to update and maintain the municipal Comprehensive Plan and other reports as necessary. Prepares documents showing land use data, demographic statistics, fiscal data, utility inventory, and other development related materials.	Monthly 10%
11.	Performs Zoning and Site Plan review of various building permits to ensure compliance with applicable codes and approved plans.	Weekly 20%
12.	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
13.	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.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Study the impacts of existing and planned developments in order to assist the Village in estimating the effects of development and potential mitigation strategies.
2.	Researches, writes, and updates procedures associated with Development Services activities including application processes, plan reviews, and hearing procedures.
3.	Researches Development Services practices and procedures in order to identify areas where program efficiency and effectiveness could be improved.
4.	Attends special meetings, as assigned.
5.	Attends professional development workshops to keep abreast of trends and developments.
6.	Updates Planning and Zoning and related information on Village website, handouts, brochures, and other media.
7.	Serves as a member of various employee Committees.
8.	Follows Village and department safety rules and practices.
10.	Performs other duties, tasks, and responsibilities, as assigned.
<p>SUPERVISORY RESPONSIBILITIES: (<i>Select one – required</i>)</p> <p><input checked="" type="checkbox"/> X None required</p> <p><input type="checkbox"/> Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws.</p>	

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 **Required**
- ☒ Master's degree (M.A.) **Preferred**
- ☐ Doctoral degree (Ph.D)

Degree or coursework should be in...

Planning, Landscape Architecture, or related field

Experience Level

- ☐ No prior experience to three years related experience
- ☒ Two years to five years related experience
- ☐ Four years or more 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 (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.

- Knowledge of the principles of site design/layout, parking, traffic, circulation, site lighting, landscaping, zoning, sign regulations, building design, engineering, subdivision plats, annexation and development agreements, tree preservation. Complete understanding and competence in all but 3 areas (where there is at least a good understanding of the principles).
- Ability to independently understand and manage a review team on all aspects of a project (balancing content with process considerations) for projects with moderate complexity
- Able to independently formulate well focused questions and develop problem solutions for senior staff with only occasional need for guidance.
- Able to develop creative solutions to solve design or process challenges.
- Able to handle most work independently with minimal oversight.
- Performs development plan reviews, code updates, other projects of moderate complexity, with occasional more complex projects.
- Able to manage and guide projects through the review process based upon the individual circumstances of a project. General knowledge of relevant past projects in the Village or elsewhere.
- Able to work within a team environment to elicit participation and resolve conflicts as a leader in most cases, but occasionally requires assistance or guidance. Confident in most meeting settings.
- Strong presentation skills with ability to make simple to moderately complex presentations at public and internal meetings and respond to difficult questions. Present clearly and logically.
- Solid writing skills with ability to develop materials with one review draft with a moderate amount of editing comments. Successfully incorporates 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)

(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		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walks		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sits		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uses fingers in a repetitive motion		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uses hands to grasp, finger, handle, or feel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaches with hands and arms above shoulder		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbs or balances		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twists or turns		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoops, kneels, crouches, bends, or crawls		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulls, pushes, or carries		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talks or hears		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tastes or smells		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operates a motor vehicle or heavy equipment		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifts or move 0 to 10 pounds (sedentary)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifts or move 10 to 20 pounds (light)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifts or move 20 to 50 pounds (moderate)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifts or move 50 to 100 pounds (heavy)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 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	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input type="checkbox"/>	<input checked="" 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: _____