

Planner, Development Services Department Village of Frankfort, IL

The Village of Frankfort is seeking qualified applicants for the full-time position of Planner in the Development Services Department. Frankfort, IL (20,126 est.) is a thriving, vibrant community located 32 miles southwest of Chicago, just a few miles south of I-80 and west of I-57. Founded in 1855, Frankfort consists of a well maintained historic residential and commercial center surrounded by modern shopping centers, upscale subdivisions and a sizeable industrial area. Chicago Magazine named Frankfort one of the top places to live just a few years ago. Frankfort also received recognition as "Top Ten Best Cities for Illinois Families," "One of the Safest Cities in Illinois," "Most Pet Friendly Chicago Suburb."

This is a professional planning position responsible for complex planning work in the areas of current planning and development, redevelopment, zoning administration, historic preservation and long range planning. The incumbent is responsible for processing development and zoning applications, reviewing technical documents, plans and applications, performing research, analysis and site inspections, providing responsive, courteous and efficient service to residents and the general public, as well as supporting a wide range of other planning and administrative assignments within the organization. The position works with considerable independence but is expected to exercise exceedingly high levels of good judgment, tact, and diplomacy.

The position reports to and serves under the general direction of the Director of Development Services. Attendance at regular and special evening or weekend meetings is required. Typically this means two or three weekday evenings each month, but may vary as necessary. The successful candidate should anticipate and prepare for an opportunity to grow into the role of primary staff liaison to the Plan Commission and Zoning Board of Appeals.

Ideal Candidate: Successful candidates for consideration will demonstrate a solid foundation in planning principles and practices, particularly in the area of current planning (rezoning, subdivision, special use and variance review), and will have the ability to take control of situations, think quickly, and adapt to stressful situations. The successful candidate will be a proven self-starter with the ability to effectively prioritize and organize a heavy workload and will demonstrate strong interpersonal, verbal and written communication skills. They will be comfortable exercising discretion in decision making, managing ambiguity and working under pressure to meet established deadlines.

Qualifications:

- Bachelor's Degree in Urban/Regional Planning, public administration, or related field.
- Two years responsible planning experience.
- Excellent interpersonal, verbal and written communication skills.
- Ability to use ArcGIS 10.x for map making, data inquiry and analysis.
- Demonstrate proficiency in Microsoft Office products (Outlook, Word, Excel, Powerpoint).
- Ability to visit, examine and post signs on property, which may entail traversing rough and uneven ground through brush, grass, mud, or snow.
- Ability to manually operate various types of standard office equipment and audio/visual equipment at meetings.
- Valid driver's license.

Preference may be given to candidates with:

- AICP certification or the demonstrated ability to obtain certification within one year.

- Demonstrated proficiency in Adobe software products (Photoshop, Illustrator, InDesign).
- Familiarity with creating and maintaining public-facing ArcGIS Online applications.
- Prior government experience, particularly in responsible planning positions.
- Specialized knowledge in related fields such as civil engineering, landscape architecture, building code administration or construction management.

Salary & Benefits:

The starting salary range is \$48,000 to \$58,000, depending on qualifications. This full-time position is eligible for the Village of Frankfort's comprehensive employee benefits program which includes medical, dental, vision, and life insurance. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a 457(b) plan offered through ICMA-RC and/or IPPFA. The Village of Frankfort provides paid vacation, personal days, sick days, and holidays.

Applicants are encouraged to apply **by August 30, 2019**. Review of resumes will begin September 3, 2019. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and post offer drug screening. *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact the Village Administrator at 815-469-2177.*

Apply with resume, cover letter and three professional references to:

Village of Frankfort
Attn: Jeffrey W. Cook, AICP
Assistant Village Administrator
432 W. Nebraska Street
Frankfort, Illinois 60423
jcook@vofil.com

with copy to:

Village of Frankfort
Attn: Zachary D. Brown, AICP
Assistant Director of Development Services
432 W. Nebraska Street
Frankfort, Illinois 60423
zbrown@vofil.com

The Village of Frankfort is an equal opportunity employer.
<http://www.villageoffrankfort.com>