

City of Mascoutah

JOB DESCRIPTION

Title: City Planner
Department: Administration
Reports to: City Manager
Status: Full-Time
Supervision Duties: N/A
Starting Salary: \$65,000-\$85,000 (DOQ)

QUALIFICATIONS:

- Knowledge of principles and practices of land use planning and zoning and keeping up with current developments and trends.
- Knowledge of building and construction, including ability to read, understand and interpret construction plans. Must have an understanding of common methods of construction.
- Identifying and understanding problems and opportunities by gathering, analyzing, and interpreting quantitative and qualitative information; choosing the best course of action by establishing clear decision criteria, generating and evaluating alternatives, and making timely decisions; taking action that is consistent with available facts and constraints and optimizes probable consequences.
- Ability to organize and process high volumes of work, often with many interruptions and competing deadlines.
- Must be proficient in the use of computers, office equipment, related software and department equipment/tools.
- Customer service skilled including phone and verbal skills in dealing with the public.
- Capable of handling stress and pressure.
- Multi-task oriented.
- Ability to be objective, make decisions without outside influences.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Urban Planning, Community Development, Architecture, Construction Management, or related field.
- A minimum of 3 years of progressively responsible experience in land use, urban planning, comprehensive planning, design, construction, plans examination or equivalent is required.

RESPONSIBILITIES AND DUTIES (other duties may be assigned):

- Review/Issue all Building permits and zoning certificates, and make and maintain records thereof.
- Review/Issue building, zoning, and occupancy reports, and make and maintain records thereof, as authorized by the zoning code.

- Prepare and cause to be published on or before March 31st of each year, a map showing the existing zoning uses, division, restrictions, regulations, and classifications in effect on the preceding December 31st.
- Maintain permanent and current records of the zoning code, including, but not limited to, all maps, amendments, special-use permits, planned building developments, variances, appeals, and applications therefor.
- Receive, prepare, file and forward to the plan commission, all applications for amendments, use variances and special permits, and other matters upon which the plan commission is required to act under the zoning code.
- Receive, prepare, file and forward to the zoning board of appeals all applications for variances, appeals, and other matters upon which the zoning board of appeals is required to act under the zoning code.
- Administer zoning and related code. Develop ordinance revision recommendations. Review and approve permit applications and plans.
- Prepares proposals and reports for amendments to the City's land use codes, including regulations governing zoning, subdivision, signage, stream buffer protection, and stormwater management.
- Serve as project manager, reviewing development applications for compliance with City codes, ordinances and design guidelines.
- Communicate with developers for site planning, architectural design standards and compliance with City codes.
- Process and review development applications.
- Coordinate site plan review with city departments, consultants, and Planning Commission.
- Coordinate and manage planning consultant contracts.
- Respond to planning and zoning inquiries.
- Assist City staff with development projects.
- Participate in revisions/updates to City's Comprehensive Plan, Development Plan, long-range and short-range master planning.

CERTIFICATES, LICENSES, REGISTRATIONS:

- AICP Certifications preferred
- Applicant should be familiar with OSHA, IEPA, IDOT and IDNR regulations, permit procedures and documentation requirements.
- Strong knowledge of the duties and responsibilities of a building officials, including knowledge International Building Code; ability to administer highly complex local government regulations, policies, permitting processes and construction processes.
- Knowledge of plan review, cost estimating, budgeting, and scheduling is preferred.
- Ability to effectively communicate with staff and the public in a professional manner.
- A valid driver's license with a satisfactory driving record.

PHYSICAL DEMANDS:

- Ability to sit continuously; stand, walk, hear, reach and grasp occasionally.
- Must to be to drive a vehicle on a daily basis.
- Requires varying levels of concentration of attention.
- Requires visual and hearing interpretation.

- Must to able to handle up to and over 60 pounds of material rarely, up to 25 pounds of material occasionally and up to 5 pounds frequently.
- Must be able to move material by hand continuously, by truck occasionally.
- Lifting is required in mostly office type activities.

WORK ENVIRONMENT:

- Ability to perform job duties during stressful situations.
- Ability to perform indoor and outdoor duties.
- May be subjected to conditions including fumes, odors, dust, gases, or poor ventilation.
- Work in exposed to extreme cold occasionally
- Hazards include proximity to moving mechanical parts, vibration, electrical current, working on scaffolding and high places, explosives, noise, exposure to high heat, exposure to chemicals occasionally.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.



City of Mascoutah

3 West Main Street
Mascoutah, IL 62258-2030
(618) 566-2964
Fax: (618) 566-4897
Email: info@Mascoutah.com



Equal
Opportunity
Employer

Application For
Employment

Personal Information

Date:

Name (Last Name First)		Social Security No. _____	
Present Address	City	State	Zip Code
Permanent Address	City	State	Zip Code
Phone No. ()	()	Referred By	

Employment Desired

Position	Date You Can Start	Salary Desired
Are You Currently Employed? <input type="checkbox"/> YES <input type="checkbox"/> NO	If so, may we inquire of your present employer? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you ever been employed by the City of Mascoutah? If so, what position?		<input type="checkbox"/> YES <input type="checkbox"/> NO

Education History

Name & Location of School	Year Attended	Did you graduate?	Subjects Studied
High School			
College			
Trade, business or Correspondence School			

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.	
U.S. Military Service	Rank

Former Employers (List last four employers; start with your present or last employer.)

Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone Number			
Job Title	Supervisor		
Reason for Leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address			
Phone Number			
Job Title	Supervisor		
Reason for Leaving			

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Address			
Phone Number			
Job Title	Supervisor		
Reason for Leaving			

References Give below the names of three persons not related to you, whom you have known at least one year.

Name	Address	Phone No.	Business

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

By signing this application I am giving my consent for a pre-employment drug screening test and criminal background check (excluding expunged juvenile records).

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

DATE _____ SIGNATURE _____