**SENIOR PLANNER**

The Village of Mundelein, located in the heart of Lake County, Illinois, with a population of over 31,000, is looking for qualified applicants to work under the direction of the Director of Community Development as Senior Planner. The Senior Planner position is a high level professional and technical planning position that is responsible for advanced level work involving both long range and current planning (plan implementation) activities.

A high emphasis is placed on design and urban design issues, including a strong knowledge of architecture, landscape architecture and site planning. The position is responsible for preparing comprehensive plans and sub-area plans, coordination of the Village's review and analysis of annexation and rezoning requests and development proposals, reviewing projects within the Village’s TIF Districts, and developing land use regulations.

The position is also responsible for certain economic development activities such as developing and maintaining a statistical data base, coordinating information between various members of the Village Staff, developing plans, policies and programs for review and making presentations to the Village Board and Commissions. Work is performed with a reasonable degree of latitude for independent, mature judgment, and action is reviewed by the Director of Community Development through observation, conference, reports, and achievement of desired objectives.

Qualified persons should submit a resume of experience and qualifications to Lynne Maley, Human Resource Coordinator, Village of Mundelein 300 Plaza Circle, Mundelein, IL 60060. Fax 847-949-2154 or email [lmaley@mundelein.org](mailto:lmaley@mundelein.org). Application Deadline: August 20, 2016

In addition to your resume, submit a professional writing sample, i.e., a staff report to a Planning Commission, Village Board or City Council, regarding a land planning item, rezoning, comprehensive plan amendment/adoption, annexation, or significant land use matter be attached with your application. Please limit the writing sample to no more than three pages.

**COMPENSATION & BENEFITS**

The Village offers a comprehensive benefit package and competitive salary. This is a full time exempt position eligible for the Village’s health, dental, life plans and defined benefit pension plan through the Illinois Municipal Retirement Fund (IMRF). The anticipated starting salary is $69,300 to $76,000 depending on qualifications of the successful candidate.

**Qualifications:**

* Bachelor’s Degree or Master’s Degree in Urban and Regional Studies; Urban Planning; Geography; Public Administration or other applicable discipline from an accredited college;
* 5 or more years of professional planning experience;
* Excellent writing skills and attention to detail;
* Excellent public speaking and presentation skills;
* Ability to use a scale and read blueprints, landscape plans, architectural elevations, and site plans;
* Ability to communicate effectively with officials, coworkers, subordinates, the general public, representatives of organizations, and others to exchange or convey information.
* Complex understanding of zoning, planning, development practices, development and economic incentive agreements, and land use law;
* Proficiency and understanding of the Microsoft Office Suite, including Microsoft Word, Microsoft Excel; Microsoft Access; and Microsoft PowerPoint;
* Advanced experience with Microsoft Excel is a plus;
* Experience and familiarity with one or more of the following programs is preferred: Adobe Creative Cloud (InDesign, PhotoShop, Illustrator), AutoCAD, Sketchup, ArcGIS/ArcMap.
* Valid driver’s license
* Fluency in Spanish is a plus;

**Work Conditions:**

The position is for a professional office environment that includes dedicated desk space, computers, office equipment, meetings in conference rooms, and occasional off-site visits and meetings. Applicant is anticipated to spend a majority of the time at a desk writing reports or in meetings. Occasionally staff has been known to assist with room setup for events including moving furniture and accessing electronics. Meetings at construction sites and manufacturing facilities may take place from time to time.