

Date posted: March 10, 2014

**City of St. Charles
Employment Opportunity**

**Planner
Full-Time**

The City of St. Charles is a progressive, maturing community of 33,000 located in the scenic Fox River Valley, approximately 40 miles west of Chicago. The City is experiencing mixed-use redevelopment in its historic downtown area as well as on former industrial and retail sites. There is also a variety of retail, industrial, and residential development occurring throughout the community. The City offers a challenging, supportive work environment that fosters excellence, accountability, learning and professional growth.

Job Description

This position is responsible for professional planning duties including reviewing and coordinating new development and redevelopment plans and applications, negotiating with developers, preparing and presenting reports to the Plan Commission and City Council, and researching and proposing changes to City plans, programs and ordinances such as the Comprehensive Plan and Zoning Ordinance. The Planner works on a variety of other initiatives including corridor planning, historic preservation, housing programs and residential and commercial design review.

The Planner reports to the Planning Division Manager in the Community & Economic Development Department. The Planner works in close collaboration with other divisions within the department and coordinates with other City departments on the review of development projects. Our team approach calls for an individual who will work effectively with other City staff, professionals, developers, and citizens. Attending evening meetings of the Plan Commission and other Boards and Committees will be required.

For a full description of the exciting work this position will engage in, please see the job description.

Requirements

General knowledge of the principles and practices of municipal planning, zoning, and subdivision regulation is required, as well as strong oral and written communication skills. Applicants must possess the ability to exercise independent professional judgment in planning their work, analyzing problems, making decisions, and recommending solutions. Essential skills include the ability to read and critique site plans, landscape plans, and architectural elevations, and the ability to read and understand civil engineering plans. Also required are computer skills including word processing, spreadsheet applications and the ability to use GIS to find and display information.

The City is seeking applicants with one to two years of relevant planning experience at a municipality or similar organization. A Bachelor's degree from an accredited college or university in Planning, Architecture, Landscape Architecture or closely related field is required, with a Master's degree preferred. AICP certification is a plus.

Salary

Starting salary is \$54,294 with excellent benefits.

Apply on line at www.stcharlesil.gov no later than March 28, 2014.

Please thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4415.

The City of St. Charles is an Equal Opportunity Employer.