Position Announcement
Community Planner
Minimum Starting Salary: $29.50/hour

Position Summary
The Community Planner leads and coordinates the development and implementation of the McLean County Regional Planning Commission’s (MCRPC) community planning processes for both urban and rural areas and assists with developing and updating comprehensive and transportation planning projects. The Community Planner will coordinate, prepare, and develop planning programs and projects under the direction of the Executive Director. The duties include researching, analyzing, mapping, preparing documents and presentations, and organizing and leading community/housing project committees. The position will continually pursue, consider, and appropriately implement best practices within the role and will maximize on collaborative opportunities with municipalities and other partners. This position may supervise an Assistant Planner and/or interns as assigned.

Essential Duties and Responsibilities

- Engages in the MCRPC’s comprehensive and transportation planning processes, documents, and projects.
- Collects, develops, maintains, and analyzes data using Geographic Information Systems (GIS) and other tools such as Tableau in support of all planning activities. Creates maps and other graphic representations.
- Leads and management the development of community plans and programs, including technical and policy reports
- Manages grant programs that fund the work of MCRPC
- Participates in the annual budgeting process and monitors spending throughout the year
- Leads all aspects of the interjurisdictional Regional Housing Initiatives
- Identifies and implements research projects related to community planning issues.
- Manage planning project consultants, as needed
- Coordinates the agencies outreach efforts to increase the community’s awareness of MCRPC and planning related issues. This may include communication materials such as surveys, posters, videos and audio publications, and other marketing/outreach materials. It also includes attending public meetings and other events in association with planning efforts.
- Engages with local stakeholders in association with MCRPC activities
- Attends and participates in meetings, conferences, workshops, and seminars to keep up-to-date with current/best planning practices
- Other responsibilities as may be assigned

Knowledge, Skills and Abilities
• Visionary – Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to other employees
• Customer Services – Manages difficult or emotional customer (external/internal) situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments
• Quality Management – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; fosters quality focus in others; improves process, products and services
• Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and within budget; manages project team activities
• Business Acumen – Understands business implications of decisions; demonstrates knowledge of the Commission’s business and competition; aligns work with strategic goals
• Cost Consciousness – Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources
• Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; writes clearly and concisely
• Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions
• Respect – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position
• Safety – Proactively supports a safety-minded work environment
• Knowledge of contemporary planning concepts, principles, and skills developed by both educational training and work experience
• A working knowledge of applicable federal, state, and local planning laws and regulations
• Experience administering public agency programs and projects
• Ability to develop positive relationships with a variety of community, business, government, and neighborhood organizations, citizens, and staff
• Ability to think critically and work independently in performing planning duties

**Required Qualifications**

• Bachelor’s Degree in Urban and Regional Planning or closely-related field
• Two (2) to Three (3) years of professional experience in a planning agency or firm
• Coursework or experience in land use planning
• Experience in community engagement and committee leadership
• Experience with MS Office programs (Outlook, Word, Excel, PowerPoint)
• Working knowledge in GIS and other computer/design/data management programs related to planning
• Or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this position

Preferred Qualifications

• Master’s Degree in Urban and Regional Planning or closely related field
• American Institute of Certified Planners (AICP) Certification
• Three (3) or more years of professional experience in a planning agency or firm
• Superior writing, communication, interpersonal, and presentation skills
• Experience in one or more of the following areas: Housing, Community Development, Grant Management, Comprehensive Planning, Transportation/Transit Planning
• Experience in dealing with big data and data dashboards

Work Environment

MCRPC is a small team of high-performing individuals with diverse backgrounds committed to realizing the organizational vision as the leader for planning tomorrow’s McLean County. Members of the team are permitted to challenge assumptions, given freedom to experiment, fail and learn from mistakes. MCRPC embraces individuals with an attitude of continual improvement, willingness to think differently, and ability to innovate.

Benefits Package

McLean County offers a comprehensive benefits package including:

• Medical, Dental and Vision Insurance
• Medical Member Rewards Program
• Health Savings Account (HSA)
• Flex Spending Account (FSA)
• Dependent Spending Account (DSA)
• Supplemental Insurance: Life, Critical Illness and Accident
• County provided Life Insurance
• Illinois Municipal Retirement Fund (IMRF Pension)
• Paid time off: vacation days, personal days, sick days, holidays
• Identity Protection
• Charitable Giving
• Employee Assistance Program

About MCRPC and McLean County Government

MCRPC was created in 1968, when Bloomington-Normal’s joint population exceeded 50,000 people. We are the designated Metropolitan Planning Organization (MPO) and the long-range planning arm for Bloomington, Normal and McLean County. A MPO is a transportation policy-
making body composed of representatives from local governments and transportation implementers. As an MPO, we do comprehensive, cooperative, and continuing transportation planning, including inclusive outreach for public input. Our planning work qualifies our communities to obtain federal transportation funding for projects in our community.

We lead the comprehensive planning projects and other long-range planning projects for our public sector partners periodically. The current comprehensive plans completed by MCRPC for Bloomington and Normal are recognized with the Daniel Burnham Awards from the Illinois chapter of American Planning Association. But most importantly we pride ourselves in our ability to engage public, private, institutional and not-for-profit partners continuously to foster regional collaborations. In recent years, MCRPC has expanded its service offerings in the areas of housing, transit planning, data analysis, and smart cities planning.

**Visit [www.mcplan.org](http://www.mcplan.org) for more information about MCRPC**

McLean County is the largest county by land area in the state of Illinois with a population of over 170,000. McLean County Government is a fast-moving and dynamic workplace established to locally administer Illinois State laws and serve the community in a variety of ways throughout our multitude of departments. With a $97 million operating budget, over 800 employees, and an Aa1 Bond Rating, McLean County Government is positioned to maintain and expand its reputation for excellence in local government.

To learn more about all the services McLean County Government provides the community, please visit [https://mcleancountyil.gov/](https://mcleancountyil.gov/). A full list of Departments with a description of their function can be located at [https://www.mcleancountyil.gov/8/Departments](https://www.mcleancountyil.gov/8/Departments).

**How to Apply**

Click “Apply Now” at the top of this post. Please include resume and cover letter at time of application

- In order to upload your resume, on the application you will see a Resume Upload box. Click on the Select Resume button, then navigate to your resume and click Open. Then click on the green Upload Resume button.
- In order to upload your cover letter, on the application you will see a Document Upload box. Click on the Select Document button, then navigate to your cover letter and click Open. Then click on the green Upload Document button.
- All Resume, Cover Letter, and other document uploads must be in one of the following formats: .pdf, .txt, .doc, and .docx. If you are unable to convert your documents to one of these formats, please contact us at 309-888-5110.

*If applying through a third-party job board, please fill out an application via McLean County Government’s Job Board located at [https://il-mcleancounty.civicplushrms.com/careers/Jobs.aspx](https://il-mcleancounty.civicplushrms.com/careers/Jobs.aspx)

Confidentiality of your application is maintained upon request.

**McLean County Government is proud to be an Equal Opportunity Employer.**