

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COMMUNITY PLANNER I

POSITION CODE: 08901
Effective: 10-1-73

DISTINGUISHING FEATURES OF WORK:

Under general supervision, performs routine professional duties, including assisting in providing technical advice and assistance to municipalities, to counties, and to regions regarding comprehensive planning programs and other planning related concerns; assists in reviewing and analyzing data on physical conditions, population density and trends, housing conditions, and other economic and social factors affecting planning; assisting higher level planners in assessing and defining local governmental planning related needs and problems and prescribing applicable recommendations and actions.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in providing technical assistance to municipalities, counties, and regions involving the initiation and continuation of comprehensive planning programs.
2. Assists in helping communities cope with specific planning related problems and issues.
3. Reviews and analyzes data on physical conditions, population trends, housing conditions, and social and economic factors pertaining to planning; prepares routine reports and recommends planning related activities.
4. Meets with local planning groups and assists them in preparing materials needed for state and federal grant applications.
5. Assists in ensuring that planning programs financed by grants are carried out and completed in accordance with contract agreements and state and federal requirements.
6. Assists in coordinating planning activities with other department programs; assists in promoting the establishment of local planning groups.

COMMUNITY PLANNER I (Continued)

7. Prepares and reviews general community plans and planning reports and studies; maintains charts and files related to planning assistance programs.
8. Gathers and prepares material and data related to planning programs.
9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in regional or urban planning, architecture, landscape architecture, or other related field.

Requires one year of professional experience in regional or urban planning.

Knowledges, Skills and Abilities

Requires working knowledge of the principles and practices of regional or urban planning.

Requires working knowledge of the social, economic, and cultural facets of community planning and redevelopment.

Requires elementary knowledge of local, state, and federal legislation affecting community planning.

Requires ability to help promote the establishment and maintenance of sound community planning programs and to assist communities in coping with planning problems.

Requires ability to help define community planning related needs and problems and to formulate applicable recommendations.

Requires ability to establish and maintain satisfactory working relationships with staff personnel, professional planners, community and legislative officials, and various state and federal agency representatives.

Requires ability to prepare and review planning reports.

Requires ability to express self effectively, orally and in writing.