

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

COMMUNITY PLANNER II

POSITION CODE: 08902  
Effective: 10-1-73

DISTINGUISHING FEATURES OF WORK:

Under direction, performs 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 community planning; assessing and defining local governmental planning related needs and problems and prescribing applicable recommendations and actions.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides technical assistance to municipalities, counties, and regions involving the initiation and continuation of comprehensive planning programs.
2. Provides technical assistance to communities relative to specific planning related problems and issues.
3. Reviews and analyzes data on physical conditions, population trends, housing conditions, and other social and economic factors pertaining to planning; prepares difficult reports and recommends planning related actions.
4. Meets with local officials and community groups to explain the purpose of planning, the content of a planning program, and the assistance available from the federal government through the state planning assistance agency.
5. Meets with local planning groups and assists them in preparing materials needed for state and federal grant applications.
6. Assists in maintaining contacts with applicable state and federal agencies involved in planning activities.
7. Ensures that planning programs financed by grants are carried out and completed in accordance with contract agreements and state and federal requirements.

## COMMUNITY PLANNER II (Continued)

8. Reviews community plans and supportive planning studies and reports to ensure technical proficiency.
9. Assists in coordinating planning activities with other department programs; assists in promoting the establishment of local planning groups.
10. Prepares and reviews general community plans, recommending proper land uses, most efficient transportation utilization, school locations, park and recreation development, housing development, zoning procedures, etc.
11. 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 two years professional experience in regional or urban planning.

### Knowledges, Skills and Abilities

Requires working knowledge of the principles and practices of regional and 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 promote the establishment and maintenance of sound community planning programs and to assist communities in coping with planning problems.

Requires ability to 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 state and federal agency representatives.

Requires ability to prepare and review complex planning reports.

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