

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

COMMUNITY PLANNER III

POSITION CODE: 08903
Effective: 10-1-73

DISTINGUISHING FEATURES OF WORK:

Under general direction, independently performs professional duties in providing technical advice and assistance to municipalities, to counties, and to regions regarding the development of comprehensive planning programs; assessing and defining local governmental planning related needs and problems and prescribing applicable recommendations and actions; acts as staff assistant in the development of various office programs; reviewing and analyzing complex and difficult data on physical conditions, population density and trends, housing conditions, and other economic and social factors affecting community planning; reviewing and conducting complex studies relative to facets of community planning; assisting in training lower level community planners.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides technical advice and assistance to municipalities, counties, and regions involving the initiation and continuation of comprehensive planning programs; acts as staff assistant in the development of various office programs.
2. Provides technical assistance to communities relative to specific planning related problems and issues.
3. Reviews and analyzes complex data regarding physical conditions, population trends, housing conditions, and other social and economic factors pertaining to community planning; prepares and reviews 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. Assists in maintaining regular, working liaison with state and federal agencies involved in planning activities; assists in maintaining liaison with local and regional planning groups.
6. Meets with local planning groups and assists them in preparing materials needed for state and federal grant applications.
7. Prepares or assists in preparing advisory reports and guides for local governmental units and regional planning agencies relative to significant issues, advice on organizational, functional, and planning administrative matters, available state and federal aids, etc.
8. Assists planning agencies in developing programs for acquiring and training staffs.

COMMUNITY PLANNER III (Continued)

9. Recommends necessary legislative and administrative controls for guiding total community development, including regulations for land control and planned capital improvements.
10. Ensures that planning programs financed by grants are carried out and completed in accordance with contract agreements and state and federal requirements.
11. Reviews community plans and supportive planning studies and reports to ensure technical proficiency.
12. Coordinates planning activities with other department programs; promotes the establishment of local planning groups.
13. Assists in training lower level community planners.
14. 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 three years progressively responsible professional experience in regional or urban planning.

Knowledges, Skills and Abilities

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

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

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

Requires ability to promote the establishment and maintenance of sound comprehensive 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.