



JOB OPENING

JOB TITLE: URBAN PLANNER

DEPARTMENT: COMMUNITY DEVELOPMENT

LOCATION: City Hall, 419 Fulton Street

HOURS: 8:00 a.m. – 5:00 p.m. Monday through Friday
(Some evenings and weekends)

SALARY: 2023 AFSCME Range 222- \$31.06/hourly salary

This position may be subject to state or federal standards requiring COVID vaccination or testing.

SUMMARY: The Community Development Department is looking for a civic minded and hardworking candidate to join their team. An ideal candidate would have strong customer service skills, a passion for innovation and a strong desire to serve the community. The position will perform a variety of planning-related activities including; serving as liaison to various commissions, reviewing site plans, administering and enforcing the zoning, subdivision, and historic preservation regulations, meeting with citizens, working with GIS system and other duties as assigned.

MINIMUM REQUIREMENTS: Bachelor's degree from an accredited four-year college or university in Urban Planning, or a related field; one to two years of progressively responsible related experience required. Any equivalent combination of education, training and experience, which provides the required knowledge, skills and abilities to perform the essential functions of the job, considered.

IMPORTANT ATTRIBUTES: Knowledge of principles and practices of urban planning, land use planning and zoning; methods and techniques, statistics and technical writing standards as applied to planning studies and statistical analysis and report presentation; and cartographic/mapping systems. Skill in researching, compiling, and summarizing a variety of informational and statistical data and materials; and organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

MENTAL/PHYSICAL REQUIREMENTS: Must have the mental and physical capabilities to perform the essential functions of the position with or without reasonable accommodation. Ability to define problems, collect data, establish facts and draw valid conclusions and to interpret a variety of instructions in written, oral, diagram or schedule form. Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust. Working conditions are typically moderately quiet.

***Please notify the Human Resources Department if accommodations are required to participate in the selection process.**

INITIAL SCREENING DATE: Friday, July 28, 2023
OPEN UNTIL FILLED

Posted: July 7, 2023

LETTERS OF INTENT FROM QUALIFIED EMPLOYEES AND APPLICATIONS FROM THE GENERAL PUBLIC WILL BE ACCEPTED IN THE HUMAN RESOURCES DEPARTMENT, CITY HALL, 419 FULTON, ROOM 202, PEORIA, IL 61602 UNTIL THE DEADLINE DATE. FAX# (309) 494-8587, PHONE# (309) 494-8575; E-MAIL humanresources@peoriagov.org; WEBSITE www.peoriagov.org. **AN EMPLOYEE HIRED ON OR AFTER JANUARY 1, 2023, MUST RESIDE WITHIN THE CITY OF PEORIA. AN EMPLOYEE'S UNAUTHORIZED RESIDENCY OUTSIDE THE CITY OF PEORIA SHALL BE GROUNDS FOR IMMEDIATE TERMINATION.** EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. SELECTED CANDIDATE MUST PASS MEDICAL EXAMINATION INCLUDING A DRUG SCREEN PRIOR TO HIRE. OFFICIAL CLASS SPECIFICATIONS AVAILABLE IN THE HUMAN RESOURCES DEPARTMENT.