



# Village of Woodridge

## COMMUNITY DEVELOPMENT DEPARTMENT PLANNER

The Village of Woodridge, located in south Central DuPage County, has an opening for a highly motivated Planner who is seeking opportunities to work on a wide range of planning tasks. Position reports to the Director.

### Position Responsibilities

- Review land development proposals, including presentation to the Plan Commission.
- Coordination of the interdepartmental development review process.
- Comprehensive planning studies.
- Economic development activities, including preparation of marketing materials, assistance with TIF district projects; preparation of grant applications; and related special projects.
- Regular attendance at evening meetings as well as occasional evening and weekend events is also required.

### Required Knowledge, Skills and Abilities

- Bachelor's degree in land use planning, urban planning, landscape architecture or a closely related field and two (2) years of experience in planning. A Master's degree is preferred.
- Candidates should have excellent organizational, customer service and communication skills. The ability to communicate verbally and in writing with the public, committees, developers, and others is essential.
- AICP certification preferred or obtained within 2 years of hire.
- Experience with Microsoft Office and geographic information systems (GIS) software is highly desirable.

### Benefit and Salary Information

This is a full-time position with an excellent benefit package, including health and life insurance, IMRF pension, vacation time, paid holidays and sick time. The starting salary is \$66,206.

### Application and Testing Process

Applications may be obtained on the Village website: [www.vil.woodridge.il.us](http://www.vil.woodridge.il.us). Please include a cover letter, a resume and three references with your completed employment application. Submit application and accompanying materials to Human Resources, 5 Plaza Drive, Woodridge, IL 60517; fax to (630) 719-0021, or email to [hr@vil.woodridge.il.us](mailto:hr@vil.woodridge.il.us). **Position open until filled; the first review of applications will occur October 15, 2018.**

*Applicants with disabilities who will need accommodations in order to complete any portion(s) of the application process should contact the Administration Department.*

Posting Date: September 20, 2018