



**POSITION RECRUITMENT NOTIFICATION
FOR INTERNAL & EXTERNAL CANDIDATES**

Job Classification:	Urban Planner
Department/Division	Development Services/Planning & Urban Design Division
Employment Status:	Full-time
Hourly Salary/Grade:	\$38.65/hr. +/- DOQ/Grade 11
FLSA:	Non-Exempt
Union:	SEIU Local 73
Employment Commission:	N/A
Deadline for Application:	Open Until Filled – first review June 26, 2024

POSITION SUMMARY:

The ideal applicant will be able to...

- Be a primary point of contact to assist the public and other Village staff on planning issues, specifically historic preservation matters;
- Prepare, review, revise, and maintain a variety of information including statistics, graphics, environmental reviews, and legal notices for major programs; prepare a variety of reports.
- Plan a variety of major and minor studies; organize, evaluate and make presentations on study findings.
- Assist in the preparation and revision of major planning documents including the neighborhood business district plans, comprehensive plan, and zoning ordinance.
- Assist in the preparation and revision of major historic preservation documents including the historic preservation ordinance, strategic historic preservation plan, historic resource survey and Landmark nominations.
- Respond to inquiries from the general public and Village staff regarding historic preservation, planning, and when necessary zoning. Prepare grant applications for additional sources of funding.
- Serve as staff to the Historic Preservation Commission and other commissions or committees as assigned.
- Perform Historic Preservation reviews and provide advice to homeowners and/or applicants.
- Support Village's Planning, Zoning and Historic Preservation Programs.
- Review zoning ordinance text amendments, variances, special use permits, subdivisions and planned developments that affect Landmarks or properties within historic districts.

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.

- Process nominations for Landmark designation through the Historic Preservation Commission; prepare nominations for Landmark designation as needed.
- Administer the Village's Programmatic Agreement by providing Section 106 review responsibilities for CDBG, HUD and IHPA program activities.
- Assist in managing any and all business sign programs or code requirements related to business signage.

In addition, the ideal applicant will have excellent customer service skills, strong written and oral communication skills, extensive experience effectively multi-tasking, strong analytical abilities, good time-management skills and the ability to address planning matters at varying levels of complexity.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=654508300>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

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