



## 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.
  
- Process nominations for Landmark designation through the Historic Preservation

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

- 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](mailto: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**

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



## URBAN PLANNER

**Union:** SEIU

**FLSA:** Non-exempt

**Pay Grade:** 11

**Hours:** 37.5 per week

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To prepare and maintain a variety of information in support of Village programs; to review drawings and specifications, for rehabilitation of Landmarks and all projects in the Historic Districts; and to assist in the development of planning and historic preservation projects and reports.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Village Planner

**EXAMPLES OF DUTIES** - Essential and other important duties and responsibilities may include, but are not limited to, the following:

#### **Essential duties and responsibilities**

1. 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.
2. Plan a variety of major and minor studies; organize, evaluate and make presentations on study findings.
3. Assist in the preparation and revision of major planning documents including the neighborhood business district plans, comprehensive plan, and zoning ordinance.
4. 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.



## URBAN PLANNER

5. 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.
6. Serve as staff to the Historic Preservation Commission and other commissions or committees as assigned.
7. Perform Historic Preservation reviews and provide advice to homeowners and/or applicants.
8. Support Village's Planning, Zoning and Historic Preservation Programs.
9. Review zoning ordinance text amendments, variances, special use permits, subdivisions and planned developments that affect Landmarks or properties within historic districts.
10. Process nominations for Landmark designation through the Historic Preservation Commission; prepare nominations for Landmark designation as needed.
11. Administer the Village's Programmatic Agreement by providing Section 106 review responsibilities for CDBG, HUD and IHPA program activities.
12. Assist in managing any and all business sign programs or code requirements related to business signage.

### **Other important responsibilities and duties:**

1. Compile various data for planning and historic preservation studies and other field investigations.
2. Prepare and conduct informational surveys on pertinent housing related agencies and resources.
3. Provide guidance and supervision to student interns.
4. Perform special projects as assigned.
5. Perform related duties and responsibilities as required.



## URBAN PLANNER

### Knowledge of:

- Basic principles of architecture and historic preservation.
- Principles and practices of municipal planning and development.
- Methods of research, program & policy analysis, and report preparation.
- Excel & Word proficiency
- Computer mapping especially GIS related programs
- Pertinent Village Codes and Ordinances; building, housing, zoning, sign and historic preservation.
- Comprehensive and historic preservation plans
- Modern office procedures, methods, and computer equipment & software.

### Ability to:

- Perform complex research and analyses
- Compile various data and statistics.
- Use a computer to produce various graphic information.
- Review conceptual and working architectural drawings and plan specifications for Historic Preservation compliance.
- Perform various reviews and evaluations to determine program compliance.
- Work independently in the absence of supervisor.
- Communicate clearly and concisely, both orally and in writing.
- Work overtime as operations require.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time



## URBAN PLANNER

- Operating assigned equipment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

### **Experience and Training Guidelines**

**Experience:** Three years of responsible planning and/or historic preservation experience including, conducting historic research, performing data analysis, building permit and development review.

106 Reviews (historic properties using Federal funding):

1. At least two years of full-time experience in research, writing, or teaching in American architectural history or restoration architecture with an academic institution, historical organization or agency, museum, or other professional institution; or
2. Substantial contribution through research and publication to the body of scholarly knowledge in the field of American architectural history.

### **OR**

The minimum professional qualifications in historic architecture or a professional degree in architecture or a State license to practice architecture, plus one of the following:

1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
2. At least one year of full-time professional experience on historic preservation projects.

Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects.

### **Training:**

Bachelor's degree from an accredited college or university with major coursework in historic preservation, architecture, urban planning, public administration or a related field. Master's degree preferred.



Oak Park

**WORKING CONDITIONS**

**URBAN PLANNER**

Work in an office environment; sustained posture in a seated position for prolonged periods of time; assist contractors and professionals.

**Diversity Equity & Inclusion Statement**

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.