

---

## LAND USE PLANNER

### NATURE OF WORK

Works with the Rockford Metropolitan Agency for Planning (the Rockford, IL MPO) to administer the federally required transportation planning process and provide land use, environmental and transportation planning products to the MPO member organizations. Coordinates with Federal, State, local agencies and the public. Produces planning work tasks typical of a metropolitan planning organization.

### DISTINGUISHING FEATURES

The successful candidate will investigate, analyze, document and manage ongoing land use, environmental and transportation planning efforts. The successful candidate must possess strong writing skills, prepare recommendations, and perform research, planning and technical analysis for projects.

In addition, a successful candidate will:

- Communicate and coordinate with State, Federal, and local agencies in developing comprehensive land use plans and funding proposals.
- At a planning level analyze the linkages between land use, demographic and economic adjustments, environmental and transportation initiatives; and at all times connecting the above planning elements to economic development.
- Utilize geographic information systems (GIS) to analyze, produce reports and visually display regional demographic, land use, environmental and infrastructure data for the RMAP planning area.
- Coordinate public meetings / workshops; facilitate as necessary.
- Research methodologies and implement strategies to increase public participation in the planning process.
- Investigate potential project funding, planning funding and prepare fiscal reporting documents.
- Participate on cross-collaborative teams in conceptual planning on corridor, urban design and redevelopment studies

### ESSENTIAL FUNCTIONS *(These essential duties are only illustrative.)*

This position requires a successful candidate to:

- Actively consult with the MPO transportation planning and EDDNI Economic Development divisions of the RPC to coordinate planning processes.
- In coordination with local land use planning departments, develops updates to comprehensive land-use plans, zoning codes / ordinances and sub-area studies.
- Establish and maintain professional planning relationships with local member organizations and functions as liaison between local land use departments and the RPC.
- Acts as liaison between community groups, government agencies, developers and elected officials in developing neighborhood and sub-area plans.
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with zoning ordinances, codes, plans, and regulations.
- Conducts field evaluations and assessments.

- 
- Evaluates or assists in the evaluation of rezoning, ordinance amendments, site plans, special use permits, variances and other proposal.
  - Provide analysis of development trends, research balanced growth opportunities, recommend strategies to reduce urban sprawl and maintain prime agricultural farmland zones, review existing land use plans for consistency and recommend changes where appropriate.
  - Meet with Federal, State and local resource agencies to coordinate environmental and land use planning and recommend strategies to sustain the environment; research, analyze and recommend green community initiatives; monitor regional air quality indicators and develop strategies to maintain the current MPO “attainment” status.
  - Analyze socioeconomic data, census data and other planning centric data; support and provide guidance to the comprehensive planning tasks of the local agencies. Particular emphasis on the correlation between demographics and economic variables and the impacts in the overall changes in local/regional economics.
  - Provide guidance and oversight to ensure the public participation and engagement process; research and implement new ways of involving the public in land use, environmental and transportation planning.
  - Attend and participate in meetings with intergovernmental committees; use word processing software to maintain committee mailing lists; prepare agendas and information packets in advance of meetings; prepare mailings to committee members; and prepare meeting minutes and resolutions.
  - Assist in developing solicitation documents for professional planning services (SOQs and RFPs), participate in evaluation and consultant selection, prepare scope of work and recommend contract requirements.
  - Maintain and prepare records and documentation necessary for certifying the planning process for conformance with applicable State, Federal and local guidelines and regulations.
  - Prepare progress reports and other related status information.

In addition, the successful candidate must possess the ability to use many of the following software and analytical techniques:

- ArcGIS
- AutoCAD
- SketchUp
- Microsoft Office, including Word, Excel, Outlook, Access, PowerPoint
- Transportation and Economic modeling Research and analyze data utilizing Internet resources such as the U.S. Census Bureau, Bureau of Labor Statistics (BLS) and Bureau of Economic Analysis (BEA)
- Adobe software products (Acrobat, Illustrator, InDesign, Photoshop)

### **SUPERVISION RECEIVED**

Work is performed under the general supervision of the MPO Executive Director. Specific tasks and work direction for planning documents and projects will be assigned through the Metro Program Managers with considerable latitude and independence for carrying out tasks and assignments to completion. Additional

---

guidance is provided through established regulations, codes and ordinances, policies and procedures. Work is reviewed through reports and meetings for timely accomplishment of tasks and annually for overall results achieved. Special projects or situations may be reviewed in progress and at conclusion.

### **SUPERVISION EXERCISED**

Supervision is not a responsibility, but employees in this class may provide guidance or assistance to consultants or less experienced employees.

### **WORKING CONDITIONS & PHYSICAL DEMANDS**

Work is performed primarily in an office setting, although work activities require attending meetings or field inspections that involve travel throughout the area. Occasional field inventory and data collection work is required.

### **SUCCESS FACTORS (KSAs)**

Considerable knowledge of Federal, State and local transportation, land use and environmental law, regulations and guidelines for a metropolitan planning organization, as required by the position.

Knowledge of computerized GIS programs and the ability to analyze socio-economic and land use data.

Knowledge of the principles of land use planning, zoning, storm water runoff, utilities and corridor planning.

Considerable knowledge of modern developments, current literature, and sources of information in the field of land use, urban design, environmental and transportation planning.

Knowledge of the Microsoft Office suite of software products or other word processing, spreadsheet and database software standards.

Ability to communicate effectively, both orally and in writing established land use policy, goals and objectives to other agencies, boards, commissions, and the general public.

Ability to use modern office methods, techniques and equipment.

Ability to establish and maintain effective working relationships as required by the work of the position.

Skill in oral presentations and written communications.

Skill in the use and care of a personal computer.

Skill in preparing office documents and forms for budget purposes.

### **EDUCATION, TRAINING & EXPERIENCE**

Graduation from an accredited four year college or university with a Bachelor's degree in urban planning, transportation planning, traffic engineering, economics or a related field. Master's degree desirable but not required. Three to five years of experience with land use and corridor planning is preferred.

### **NECESSARY SPECIAL REQUIREMENTS**

Possession of a valid Illinois driver's license.