



## CAREER OPPORTUNITY

**Job Title:** Assistant Planner (AFSCME) Grade 10  
**Department:** Planning & Development  
**Reports To:** Planning & Development Administrator  
**Location:** 157 N. Main St. Suite 254, Edwardsville, IL 62025  
**Starting Salary:** Hourly Rate \$22.09  
**Hours of Work:** Monday – Friday, 8:30 a.m. - 4:30 p.m.  
**Closing Date:** April 26, 2019

### QUALIFICATIONS

- Education: A Master's Degree in a related field (planning or public administration) and/or
- Experience: 5 years of progressive experience in planning & related experience
- Madison County, IL residency requirements must be met within 6 months of hire
- Must be able to provide writing samples related to the work

### EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Researches ordinances, laws, rules and regulations for potential zoning text amendments, amendments to the subdivision code, and other regulations administered by the department and proposes changes accordingly.
- Researches and analyzes development plans, land use issues, transportation patterns, socio-economic data, housing data patterns, environmental studies, utility demands, park and open space considerations and related urban planning issues and writes reports.
- Participates in the implementation of the county's comprehensive plan, corridor plans, zoning ordinances, and subdivision regulations.
- Prepares reports, recommendations, and presentations to various committees and organizations.
- Prepares planning, zoning, and land use cases through the County's review and approval process.
- Conducts site visits as part of the zoning hearing process.
- Reviews building plan submittals for zoning certification by ensuring compliance with the county's codes and ordinances.
- Provides general information to citizens, builders, and developers regarding county planning and zoning directives.
- Organizes, attends, and participates in public meetings, public hearings and other meetings as required and provides backup to related positions.
- Reviews private sewage plans in accordance with the zoning ordinances, subdivision code, planning initiatives, and other applicable regulations administered by the department.
- Performs various other duties and functions as required or assigned within area of expertise or scope of the position.

### Qualified individuals please submit resume and applications to:

Contact Name and address- Email Matt Brandmeyer: [mabrandmeyer@co.madison.il.us](mailto:mabrandmeyer@co.madison.il.us). 157 N. Main St. Suite 254, Edwardsville, IL 62025.

Visit <http://www.co.madison.il.us/jobs> for application and full posting.