

PD.10899.08JAN09

**\*\*\*\*PLEASE POST\*\*\*\***

*ANY OFFER OF EMPLOYMENT IS CONDITIONED ON THE SUCCESSFUL  
COMPLETION OF A PRE-EMPLOYMENT MEDICAL EXAM,  
WHICH INCLUDES A DRUG AND ALCOHOL SCREEN. 21*

**SENIOR PLANNER (NSP PROGRAM)  
COMMUNITY DEVELOPMENT DIVISION  
PLANNING, BUILDING AND DEVELOPMENT**

**SALARY**

\$53,778 - \$65,910 ANNUALLY

**HOURS**

8:30 a.m. To 5:00 p.m.

**DESCRIPTION OF DUTIES**

Under general supervision performs work of considerable difficulty in the advanced analysis of technical data and major project work in planning and general administration of grant programs. This is a professional position involving responsibility for housing and community development programs. Responsibilities of this position include: assistance with the preparation of the Consolidated Housing and Community Development Plan; administration of the County's Community Development Block Grant (CDBG) or HOME Investment Partnerships Program and other housing and community development programs in which the County may participate. The candidate will also be responsible for the evaluation of funding applications, the provision of technical assistance to grantees and grant applicants, program and project management/financial record keeping abilities, and monitoring of grantee performance. Strong assistance is required in the facilitation of the public participation process and presentations on CDBG and HOME Program matters to various commissions and committees, the County Board, and other public or private groups. Performs related work as required or assigned. There is a need for staff attendance at occasional night meetings. This is a grant funded position.

**SPECIAL SKILLS OR QUALIFICATIONS REQUIRED**

Strong management and communication skills needed. Considerable knowledge (and understanding) of community development principles and practices of urban/regional planning, community development, or public administration, affordable housing financing and development, and housing and community development programs and resources. Considerable knowledge of local, state and federal legislation affecting community development and housing. Good knowledge of the principles and practices of program/project management and administration. Excellent communication skills as shown by the ability to communicate clearly and effectively with others, both orally and in writing. Ability to establish and maintain effective working relationships with staff, supervisors, community and public officials, State and Federal agency representatives, and members of the public. Ability to prepare and review complex studies and reports. Strong research and analytical abilities essential, as are excellent computer skills.

**SUGGESTED TRAINING AND EXPERIENCE**

Completion of a baccalaureate degree program from a college or university of recognized standing with major course work in urban or regional planning, business or public administration, social science, or a closely related field. Master's degree is preferred. Preference will be given to candidates holding an advanced degree and/or practical experience with the Community Development Block Grant or HOME Programs, housing experience preferred. Three years progressively responsible experience in planning at the level of Planner or three years experience in the housing or community development field, with emphasis on housing, is preferred.

**TO APPLY**

Please submit application to Human Resources, 18 North County Street, 7<sup>th</sup> Floor, Waukegan, Illinois 60085. For information contact: (847) 377-2700. Fax: (847) 625-7410. Reasonable accommodations will be made for individuals with disabilities.

**Due to the expected volume of applications, we hope you will understand that we will respond only to those who will be interviewed.**

**APPLICATIONS WILL BE ACCEPTED UNTIL FEBRUARY 16, 2009.**