

Community and Regional Planner (Planner I, II, or III)

Organization: Tri-County Regional Planning Commission

Location: 456 Fulton Street, Suite 401, Peoria, IL 61602

Position Type: Full Time

Anticipated Starting Salary Range: \$45,000 - \$53,000

General Description

Tri-County Regional Planning Commission (TCRPC) serves Peoria, Tazewell, and Woodford Counties in central Illinois. The Commission works to understand regional needs and conditions and to develop strategies that enhance the region's communities. Within the Peoria-Pekin Urbanized Area, TCRPC serves as the Metropolitan Planning Organization (MPO).

Tri-County offers a friendly work atmosphere with open communications for cooperative decision-making and opportunities to work individually and in team settings on transportation, land use, and environmental projects throughout the tri-county region.

Tri-County seeks a full-time Community and Regional Planner to aid with integrated planning and implementation projects. Primary job responsibilities involve helping execute land use planning, transit planning work, long-range planning work programs and execution of Community Development Block Grants (CDBG) with direction from senior staff. See TCRPC's website for examples of the varied work: <https://tricountyrpc.org/>.

Essential Job Functions

- Become a collaborative part of the planning team by researching, organizing, and completing existing programmed projects and providing input regarding project development.
- Participate in land use planning by reviewing applications for rezoning, special use, and variance, develop staff reports, and Finding of Facts to support partners' Zoning Board of Appeals and Land Use Committees.
- Participate in transit planning to support TCRPC's work program and partners' various transit planning needs.
- Provide planning and data analysis support to existing community, environmental, land use, and transportation (MPO) projects.
- Provide administrative leadership with U.S. Department of Housing and Urban Development Community Development Block Public Service Grant applications.
- Provide contract administration for various planning projects.
- Assist in the implementation of various planning projects.
- Assist in the services procurement process for consultant-led projects
- Assist with and prepare maps and written materials for various planning projects.
- Assist in the development and update of comprehensive plans for local jurisdictions.
- Attend Commission, Technical, Human Service Transportation Plan (HSTP) Committee, and other meetings as needed or assigned to provide technical support and/or present information regarding the proposed planning materials and programs.

- Help with public outreach activities, including the monthly newsletter, social media posts, and project-specific events.
- Assist in the update of the Commission website (no experience necessary).
- Stay current with Community and Regional Planning industry innovations and trends.

Education & Experience

- Bachelor's degree from an accredited college or university with major coursework in urban planning, geography, engineering, or a related field.
- The level at which this position is filled will be based on an individual's qualifications and experience.
- Candidates must be detail-oriented and organized, skilled in verbal and written communication, and able to work in a team setting and on multiple projects simultaneously.
- Prior local government or MPO experience and project management skills, including budgeting, are beneficial.
- Basic knowledge of ArcGIS, Adobe InDesign, and other graphic applications is helpful.

Compensation & Benefits

Salary is based on experience and capabilities, with a starting range of \$45,000 - \$53,000 for a 35-hour work week (8:30 a.m. – 4:30 p.m., with a one-hour lunch). Excellent benefits package, including health, dental, and vision insurance, with optional health savings account; life insurance; short-term disability insurance; IMRF pension plan; 457b deferred compensation; and paid time off, including holiday, vacation, personal, and sick leave.

To Apply

Applications are accepted and reviewed on a rolling basis until the position is filled. Interested candidates are encouraged to submit a letter of interest summarizing relevant experience and professional goals, a resume, and the names and contact information for three references via email to employment@tricityrpc.org or via mail to TCRPC, 456 Fulton Street, Suite 401, Peoria, Illinois 61602.

TCRPC is an Equal Opportunity Employer. Qualified minorities, women, veterans, and individuals with disabilities are encouraged to apply. Candidates must be able to work legally in the United States.