

PD.10897.28JUN06

******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. 123

PLANNER
Community Development
PLANNING, BUILDING & DEVELOPMENT

STARTING SALARY
\$41,555 - \$51,633 ANNUALLY

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

DESCRIPTION OF DUTIES

Under general supervision performs work of moderate difficulty in the analysis of technical data and major project work in planning and general administration of grant 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) Program, Emergency Shelter Grants (ESG) Program, Supportive Housing Program (SP) and other homeless and community development programs in which the County may participate, including 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; facilitating the local Continuum of Care (CoC) process along with administration of the Homeless Management Information System (HMIS) and presentation on CDBG, ESG and/or SHP Program matters to various commissions and committees, the County Board, and other public or private groups. Performs related work as required or assigned. Attendance at occasional night meetings is required.

SPECIAL SKILLS OR QUALIFICATIONS REQUIRED

Strong management and communication skills needed. Demonstrated knowledge (and understanding) of the principles and practices of urban/regional planning, community development, or public administration, and housing/homeless and community development programs and resources including program/project management and administration. Knowledge of local, state and federal legislation affecting community development. 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 satisfactory working relationships with staff personnel, supervisors, community and legislative and public officials, State and Federal agency representatives, and members of the public. Ability to prepare and review complex 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. Preference will be given to candidates holding an advanced degree and/or practical experience with the CDBG, ESG, and/or SHP Programs. Experience with direct administration of the Continuum of Care process and the Homeless Management Information System is preferred. One year experience in the housing/homeless or community development field is preferred.

TO APPLY

Please submit application to Human Resources, 18 North County Street, 7th 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 AUGUST 9, 2006.