DUTIES: Under the supervision of the Director of the Danville Area Transportation Study/City Engineer, this role serves as the planner for the Danville, IL metropolitan area. Duties include review and oversight of the execution of past plans, development of new transportation plans for the Danville area, and coordination with consultants and community stakeholders. The position serves to improve the quality of life for residents and enhance the competitiveness of area through improvement of the of the local transportation system, including roadways, bus routes, bike paths/routes and pedestrian facilities. Duties also include general administration of DATS including compliance reporting, budget tracking, meeting scheduling, planning revisions, and other documentation and coordination necessary to comply with various grant requirements.

A successful candidate will use data driven approach to provide insight and assistance to the Danville Area Transportation Study’s participating agencies, which include Danville, Catlin, Tilton, Westville, Georgetown, Vermilion County, transit providers, and more. Input and vision from the planner will assist in creation of effective strategies and project prioritization that guides investment in local and regional infrastructure. The planner will also work with local agencies to seek grant opportunities to expedite the implementation of transportation plans.

QUALIFICATIONS: The following are considered as minimum qualifications. Extensive related experience will be considered in lieu of these position requirements if they represent similar skills, knowledge, and levels of responsibility.

EDUCATION: Candidates must possess a four (4) year degree in urban and regional planning, geography, urban design or a related field.

SKILLS: The following skills are basic to the functions of this position:
- Knowledge of urban spatial structure and the way in which cities function.
- Knowledge of plan making and project evaluation.
- Knowledge of transportation and land use planning.
- Ability to envision alternatives to the physical and social environments in which we live.
- Ability to work with the public and articulate planning issues to a wide variety of audiences.
- Ability to communicate effectively both verbally and in writing.
- Strong organizational and technical skills.
- Ability to draw/design conceptual layouts for properties to illustrate code compliance.
- Ability to interpret complex rules and regulations.
- Proficient with Microsoft Office and ESRI Geographic Information Systems Software.
- Knowledge of Adobe Creative Suite (InDesign, Photoshop, and Illustrator), and Sketch-Up, is preferred.
- Proactive and self-starting with the ability to work effectively as a team.
- Create opportunities for effective public engagement and gather input from stakeholders

REQUIRED LICENSES: The person holding this position must have the following licenses:
- Illinois Class D Vehicle Operators License.

Applications and employee transfer requests can be found on the City website, www.cityofdanville.org, and may be mailed to the City of Danville Personnel Office, 17 W. Main Street, Danville, IL 61832, or emailed to jamie.white@cityofdanville.org, or deposited in the City Building main floor lobby application box.

Personnel Office: (217)431-2300  Fax: (217)431-2202

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