



Job Description

Job Title: Land Use Planner
Reports To: Assigned Supervisor
FLSA Job Status: Exempt (Salary)
Classification: Full-Time
Date Prepared: 6/1/2026

Job Summary. The Land Use Planner serves the subject-matter expert in land use and comprehensive planning, and provides intelligence on its connections to transportation, environmental, and economic development. The Land Use Planner is responsible for coordinating work tasks and producing planning document and reports for various departments at R1 and its member organizations.

Illustrative Essential Job Functions. The Land Use Planner investigates, analyzes, documents, and manages ongoing land use and comprehensive planning efforts. Must possess strong writing skills, prepare recommendations, and perform research, planning and technical analysis for projects.

Essential Functions

- At a planning level analyze the linkages between land use, demographic, housing, economic development, environmental and transportation initiatives.
- In coordination with local land use and community development planning departments, develops updates to comprehensive land-use plans, zoning codes/ordinances, and sub-area studies.
- Coordinate with applicable State and local entities to further linkages between regional planning goals and goals of comprehensive housing affordability strategies established within the metropolitan planning area.
- Recommends strategies to reduce urban sprawl and maintain prime agricultural farmland zones, reviews existing land use plans for consistency and recommends changes where appropriate.
- Participates on cross-collaborative teams in conceptual planning on corridor, urban design, and redevelopment studies.
- Evaluates or assists in the evaluation of rezoning, ordinance amendments, site plans, special use permits, variances and other proposal.
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with zoning ordinances, codes, plans, and regulations.
- Develop recommendations to better connect housing and employment while mitigating commute times.
- Analyze housing needs, such as supply shortages, to develop appropriate strategies addressing identified needs.
- Assists in the development of current and long-term land use and housing goals.
- Identify locations of existing and planned housing and employment, and transportation options that connect housing and employment within the region.
- Continuously monitor transportation plans and land use management plans, that may affect road use, public transportation ridership, and housing development.



Board and Committee Responsibilities

- Assists with Council and Committee schedules, meeting materials, meeting space, and may provide administrative support
- Based on project assignments, serves as staff support interacting with governing board, policy committees, and advisory committees.
- Assists with Council and Committee schedules, meeting materials, meeting space, and may provide administrative support
- Ensures board and operational compliance with the Open Meetings Act (OMA) and Freedom of Information Act (FOIA)

Research

- Analyzes development trends and researches balanced growth opportunities.
- Investigates potential project funding, planning funding, and prepare fiscal reporting documents to assist in the implementation of regional and local land use and housing goals.
- Researches, analyzes and recommends green community and smart cities initiatives.
- Provides research, writing, and support for plans, reports, studies, and applications.
- Implements quantitative and qualitative research methodology.
- Assist in maintaining key economic and demographic datasets, and researching and identifying additional datasets to be tracked.

Grant Services

- Contributes to writing narratives used to obtain grants funding
- Identifies partnership opportunities and alternate sources of funding
- Ensures the fulfillment of grant and other funding-source-required deliverables
- Coordinates grant and other funding-source compliance, involving partner organizations, if applicable

Other

- Participates in or leads internal and external special projects.
- Provides professional internal and external customer service; respond to public inquiries
- Maintains physical and digital records, consistent with best practices and the Illinois Local Records Act
- Contributes to the development and implementation of agency communications
- Assists in developing solicitation documents for contractual services, participates in evaluation and consultant selection, prepare scope of work and recommend contract requirements.
- Attends, facilitates, and presents at meetings, events, and other engagements representing RPC
- Maintains a professional office setting through cleanliness, organization, and demeanor.
- Works collaboratively with others to ensure the success and achievement of colleagues and members in the fulfillment of RPC priorities.
- Maintains reasonable and predictable attendance.
- Performs other duties as assigned.

Supervision Received Work is performed under the general supervision of the assigned Supervisor.



Supervision Exercised. Supervision is not a responsibility of this position, although functional direction may be exercised over staff in connection with various activities under the responsibility of this position.

Education, Training, Experience

Graduation from an accredited institution with a Bachelor's degree in urban planning, geography, political science or related field, and one to three years relative experience. Master's degree preferred but not required. A satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be considered.

Licenses & Certifications. Annual completion of Open Meetings Act and Freedom of Information Act training required. Preference will be given for demonstrated outcomes and/or AICP certification.

Job-Specific Skills. Critical knowledge and fundamental skills required for the position, include:

- Initiative to problem-solve, develop plans, and follow-through
- Ability to appropriately prioritize responsibilities, complete work in a timely manner, and meet deadlines
- Ability to adapt as the organization develops and evolves

Working Conditions and Special Demands

Work may require attending meetings that may involve travel throughout the region. Work may include occasional field inventory and data collection as needed.

The physical demands described are representative of those required to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Frequently

- Sit for long periods of time
- Use hands to finger, handle, or feel
- Reach with hands and arms
- Speak and hear

Occasionally

- Stand
- Walk
- Climb or balance
- Stoop, kneel, or crouch
- Lift up to 25 pounds

Necessary Special Requirements. [Include things such as possession of valid Illinois Driver's license, any required licensing or certification, residency requirements, etc.]

- Possession of a valid Illinois driver's license
- Insured, personal vehicle for business use; business-related mileage reimbursement available
- Drug screening and background check

Region 1 Planning Council is an Equal Opportunity Employer committed to diversity and inclusion.