The City of Crystal Lake, Illinois



Invites your interest in the position of

Assistant City Planner

AN EXCEPTIONAL OPPORTUNITY



This is an exceptional opportunity to be a critical participant providing a future vision and guidance to in the largest community of McHenry County.

Crystal Lake is a city with a rich history, rewarding quality of life and tremendous community spirit. With its high quality retail, residential and service sector development, Crystal Lake has been a major economic engine in Northeastern Illinois for the past decade.

Located 50 miles northwest of Chicago, Crystal Lake residents enjoy the many employment, cultural, and recreational opportunities of a major metropolitan city, yet live in a pleasant, small-town atmosphere.

Originally incorporated as a farming village in 1874, Crystal Lake became a City in 1914 and has retained its charming historical downtown as a reminder of its rural beginnings. While retaining its own unique civic identity, Crystal Lake is more suburban in character and is a residence of choice for many who work in the Chicagoland area.

The City's population in 2020 was 40,269. The City encompasses 18.7 square miles of land with 15,176 households, an average household income of $105,756 and a median home price of $227,300.

THE POSITION

As a vital member of the Community Development Department, under the general direction of the City Planner, the Assistant City Planner provides planning and development services with an emphasis on excellence in technical skills and the provision of service to the customer.

CANDIDATE CRITERIA

Minimum Job Requirements:

- Bachelor's Degree in Urban Planning or a closely related field; American Institute of Certified Planners (AICP) certification is preferred;
- At least five years of experience as a Planner in a municipality or similar organization;
- Advanced knowledge of the philosophies, principles, best practices and techniques of urban planning, plan review and zoning;
- Well-developed knowledge of one or more planning disciplines, such as urban design, affordable housing, economic development and/or land use;
- Knowledge of Illinois statutes applicable to land development;
- Knowledge of Geographic Information Systems (GIS), architectural standards and historic preservation standards;
- Excellent analytical and technical skills, proven problem-solving ability and ability to use sound judgment that results in effective decision making;
- Outstanding communication skills in speaking, writing, and listening, exhibiting diplomacy and finesse, and having the ability to break highly complex issues into simple pieces that everyone can understand;
- Achievement-oriented with stellar planning credentials to partner with City officials to encourage the kind of redevelopment that will maintain the City's charm while moving it forward and continuing to make it an attractive place for residents and businesses alike; and
- Politically astute with experience developing and nurturing relationships with government officials, businesses, boards, and staff.

Desirable Attributes Include:

- A **visionary** with the highest integrity, who believes in transparency, promotes high ethical values, and works well with City staff, developers, business owners, and the community at large;
- An **innovator** who is current on technology and committed to utilizing it to its fullest;
- An **active team member** who can effectively allocate the necessary time and resources required to do their part in maintaining and fortifying a vibrant community development process; and keep abreast of industry trends with the ability to visualize how good solutions may be applied in Crystal Lake;
- A **professional** who demands excellence and will be a positive public face of the Department, is well-respected by the community development staff and customers, and is an effective organizer;
- A **collaborator** with other City staff members, a person with a progressive view of development, and an effective problem-solver;
- A **life-long learner** who is committed to regular training and career development for self and peers; and
- A **motivator** who maintains a high-energy atmosphere of teamwork where work is productive and enjoyable, and supports fellow employees with information, resources, and encouragement, as well as a respectful and fair work environment.

AN EXCEPTIONAL COMMUNITY

The City of Crystal Lake is a politically and financially stable community. The City is proud that residents have a high level of satisfaction in their quality of life. The result of a previous National Citizen Survey™ (The NCS) is summarized below.

- The overall quality of life in the City of Crystal Lake was rated as "excellent" or "good" by 89% of respondents.
- 88% reported they plan on staying in the City of Crystal Lake for the next five years.

Crystal Lake continues to be a good place to live, work and play as noted in recent recognitions, such as:

- Named one of the nine best Illinois small towns to visit for a weekend getaway by World Atlas.
- REJournals named Crystal Lake among the Most Affordable Suburbs.
- WGN Radio featured Crystal Lake in the "Hometown" Segment.
- Crystal Lake named a Top Town by Chicago Parent





JOB DUTIES/RESPONSIBILITIES

- Provides information regarding land development and applicable City regulations to the Planning and Zoning Commission, City Council, development teams with project proposals, resident inquiries, and other City employees involved in Community Development;
- Provides direction to land/building developers and reviews proposed development plans to ensure compliance with City codes and ordinances, which may impact decisions;
- Confers with and aids property owners interested in annexation to the City; assists property owners with the preparation of annexation documents;
- Assists the City Planner in administration and oversight of the Planning Division's areas of responsibility;
- Advises developers on City ordinances and regulations; reviews plans, offering suggestions when appropriate on changes needed to meet code, and assists in initial plan development to ensure codes are met; assuring the quality, accuracy, timeliness, completeness, and compliance with local and state codes;
- Assists in the City's Economic Development efforts through implementing strategic initiatives for business attraction and retention as well as marketing of the City;
- Prepares reports in an effective manner detailing the conformance of development proposals with City regulations for the consideration by the public, Planning and Zoning Commission and City Council and presenting recommendations in a cohesive manner;
- Assists in developing policies that improve the organization with regards to improving customer service, streamlining the review process and ensuring consistent application of the City's requirements;
- Displays a willingness to exercise forward thinking, prioritize multiple work projects, organize and accomplish work in alignment with established goals in the Department;
- Establishes and maintains effective working relationships with the Mayor/City Council, City Manager, City staff, business and community groups, other organizations, state and federal officials, and representatives of the news media and public;
- Models for staff that all work performed in the Community Development Department meets the City's high standards for customer service, accuracy, quality, and efficiency;
- Dedicates all efforts so that the City's mission, goals and objectives are fully initiated and supported; and
- Performs other duties and responsibilities as assigned.



QUALITY OF LIFE

With over one thousand acres of dedicated parks and open space, residents and visitors can enjoy golf, tennis, baseball, football, swimming, cycling, and hiking in well-maintained, accessible areas. The Three Oaks Recreation Area provides swimming, hiking, fishing, boating, and more, in a unique natural environment with pristine clear waters.

Crystal Lake is home to one of the highest-rated elementary and high school districts in the State of Illinois. Students can take advantage of the higher learning opportunities offered by McHenry County College.

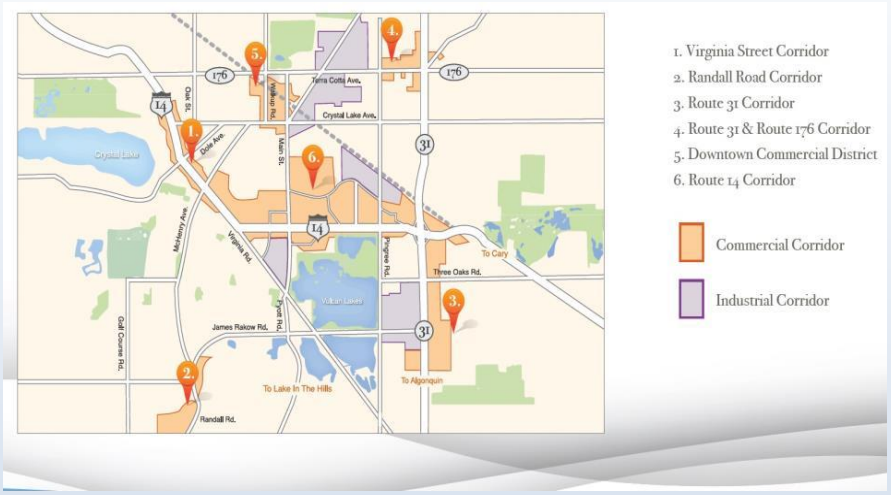
Numerous entertainment opportunities exist in Crystal Lake. Live theatrical performances, concerts, and other cultural events are regularly held at the Raue Center for the Performing Arts. Numerous area restaurants allow patrons to enjoy the meal of their choice before or after shows. Shoppers can patronize a variety of stores and service providers that range in size from small independents to large nationally-recognized chains.

The City of Crystal Lake is a regional leader in the areas of planning, growth management, and municipal services. The City offers residents a variety of excellent, high-quality programs and services at one of the lowest municipal tax rates in the area.

STRONG ECONOMY

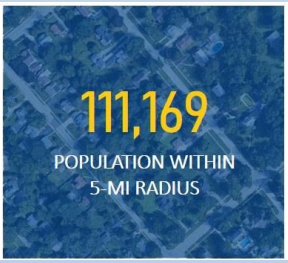
Crystal Lake benefits from a strong and diverse local economy. This is evidenced by the fact that Crystal Lake is one of the top 20 Chicagoland communities with over $1 billion in retail sales every year. The City offers superior government services while providing maximum value to our residents and businesses. Combined with our reasonable zoning and permit fees, the cost of doing business in Crystal Lake is kept to a minimum to help businesses remain competitive and profitable.

Crystal Lake contains over 2.3 million square feet of retail space and nearly 30,000 jobs throughout the commercial, office, and industrial base.



Crystal Lake is an easy drive from O'Hare International Airport. The business community benefits from the triangular network of State highways (Routes 14, 31, and 176) and is close to Interstate I-90. The Union Pacific rail line provides easy access to downtown Chicago through the Metra commuter rail service, operated out of two commuter train stations.









COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department is responsible for administering, planning, and enforcing the City programs and ordinances with regard to land use, economic development and construction.

The Assistant City Planner reports directly to the City Planner and in collaboration, they are responsible for all current planning projects including development reviews and zoning cases. They handle zoning administration, long range planning, marketing and promotion of the City, business attraction and retention. The Planners serve as liaisons with the local business community, commercial real estate professionals and all City departments.

In 2023, the Community Development Department processed over 200 development zoning applications. The Community Development Department has participated in the attraction of new business occupying over 923,384 square feet of commercial space, creating 847 new jobs in 2023 alone.

The Crystal Lake Community Development Department prides itself on the high quality customer service provided to visitors, residents and business owners in the City of Crystal Lake.

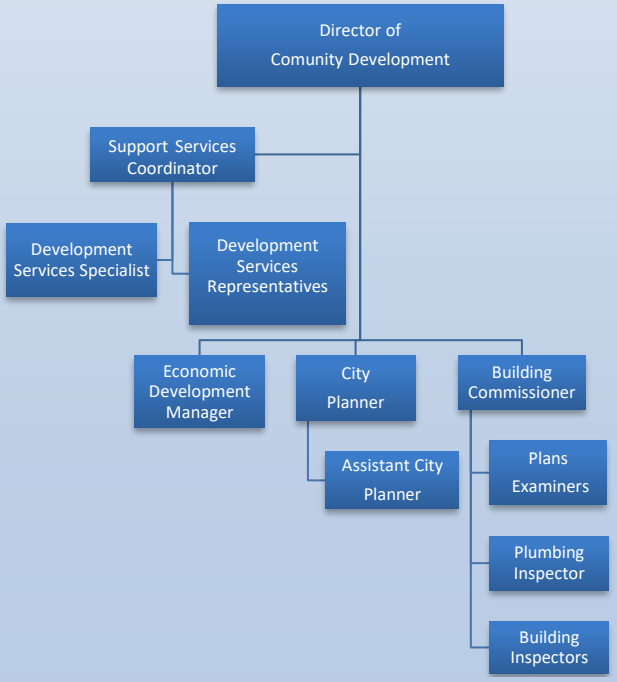
CITY GOVERNMENT

The City of Crystal Lake operates under the Council-Manager form of government. Under this plan, the administrative responsibility of the City is centralized in an appointed professional manager. The seven-member legislative body, the City Council, is comprised of the Mayor and six Council Members elected at-large by the Crystal Lake citizenry. The Mayor and City Council are responsible for creating City laws and setting policy direction. Once the Mayor and City Council create a policy or approve a course of action for the City, the City Manager is responsible for executing/implementing the policy.

The City Manager is responsible for overseeing all City departments and has been with the City for over 24 years. The City Manager is also responsible for all employment decisions.

The City administrative organization is comprised of a number of professionally staffed functional units: *Administration*: City Manager's Office, Information Technology, Human Resources, and Finance; *Public Works and Engineering:* Engineering, Water and Sewer, Wastewater, Fleet and Facility Services, and Streets; *Community Development:* Building, Planning and Economic Development; *Public Safety:* Fire Rescue and Police and *Three Oaks Recreation Area*. The City is a full-service municipality with an AAA bond rating. The City has a current annual budget (all funds) of over $100 million, with over 360 full-time, part-time and seasonal personnel. Teamwork and cooperation between departments is highly valued, with all Departments enjoying particularly strong relationships.

ORGANIZATIONAL CHART



CITY OF CRYSTAL LAKE – AN EXCEPTIONAL OPPORTUNITY

COMPENSATION AND BENEFITS

The 2025 Fiscal Year salary range for this position is $92,236 - $133,678, commensurate with knowledge, skills and experience.

The City of Crystal Lake provides an excellent fringe benefit package to its full-time employees that includes medical, dental, vision and prescription benefits, life insurance coverage, 457 retirement savings plan, and professional development programs.

Please see the Crystal Lake city website at www.crystallake.org for additional information regarding the community.

HOW TO APPLY

Interested individuals should submit an application package, including a letter of interest, resume, three professional references, and a completed application to Julie Meyer, Director of Human Resources. The employment application and requested attachments can be completed online via the 'Employment' tab at www.crystallake.org. The position will remain open until filled. Applications will be considered as they are received.

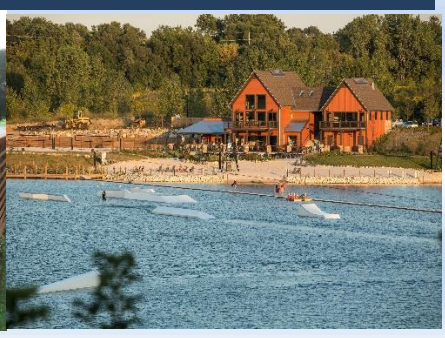
Finalists will be invited for on-site interviews. A comprehensive reference check and background investigation will be conducted by the City of Crystal Lake on the selected candidate.

For additional information on this exceptional opportunity, please contact:

Julie Meyer, Director of Human Resources
City of Crystal Lake
100 W. Woodstock Street
Crystal Lake, IL 60014
Voice: 815-356-3653 / Fax: 815-356-3690
Email: jmeyer@crystallake.org

The City of Crystal Lake is an Equal Opportunity Employer. The City of Crystal Lake does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, sexual orientation, military status, gender identity, or disability in employment or the provision of services.





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