



Senior Planner 2026

VILLAGE OF LIBERTYVILLE, ILLINOIS



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Senior Planner 2026

Position

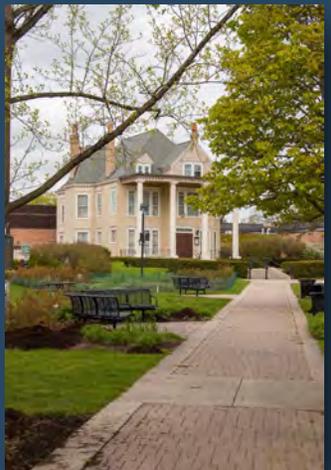
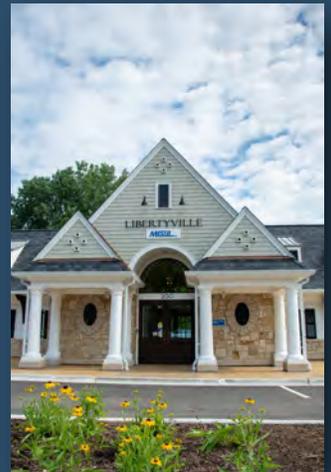
The Village of Libertyville is seeking a full-time **Senior Planner** to join our Community Development team. Responsible for performing complex professional planning duties in support of the administration of the Zoning Code, Subdivision Code and Comprehensive Plan; guides applicants through the development review and consideration process; collects, interprets and presents data and prepares reports; provides information and advice to the public. The Senior Planner is the staff liaison to the Plan Commission and Zoning Board of Appeals. The Department operates with a full-time staff of 11 employees and numerous part-time staff and is committed to providing the best service in land development, as well as the health, safety and general welfare of the Village's residents and businesses.

Education

Bachelor's degree in planning or a related field; AND five (5) years of professional experience in zoning/planning administration; OR an equivalent combination of education, training and experience. AICP certification desirable.

Ideal Candidate

- Create clear and concise verbal and written materials, technical documents, reports, and correspondence to present complex information to any audience.
- Knowledge of codes, ordinances, policies and procedures related to development, planning and zoning.
- Ability to research, analyze and summarize planning data.
- Experience working directly with the public and public bodies
- Skill in Interpreting maps, site and building plans and specifications, graphs and statistical data.
- Contribute effectively to the accomplishment of team or work unit goals, objectives and activities.
- After being provided direction from management, organize work and set priorities, meeting critical deadlines with the ability to follow up on assignments with minimal direction or oversight.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Organize and maintain accurate records and files following paper and digital policies.
- Ability to provide work direction and instruction to technical or office support staff; may assist in instructing less experienced professional staff.



Challenges and Opportunities

- In 2021, the Village Board adopted the 2030 Comprehensive Plan, the winner of the 2021 Daniel Burnham Award from ILAPA. This guiding document describes a vision and blueprint for Libertyville. The next Senior Planner will be responsible for continuing work towards implementation of the 2030 vision.
- During FY 25/26 a firm will be selected through a RFQ process to commence conceptual design work for an update to the downtown streetscape, assist with community discussions, Commission/Board review and concept approval and identification of funding sources.
- The Village is benefiting from strong investment and development interest, particularly in the residential, industrial, and R&D sectors. Active projects may be viewed at www.libertyville.com/majordevelopments.
- Future development opportunities and department priorities include (not limited to): various sites along Milwaukee Avenue from Rt. 176 to Rockland Rd., the former Foulds Macaroni Co. site, southeast corner of Milwaukee and Park Avenues, various industrial properties in the northwest portion of the Village and various opportunities within the Village's historic downtown.
- In 2023, the Department received an Illinois Department of Natural Resources grant to contract with a historic preservation consultant to pursue establishing a historic district recognized by the National Register of Historic places. The downtown was added to the National Register of Historic Places in April of 2025. The Department is working on educating property owners on how to utilize related tax benefits to invest in preservation efforts.
- In the near term, the Department will study parking requirements for multi-family residential zoning requirements to determine if current standards are still appropriate in the downtown area. Additional research is anticipated on a number of zoning requirements that may benefit from update to encourage thoughtful, modern redevelopment and business occupancy.

Department Highlights

- During FY 24/25 the Department issued over 3,200 permits, conducted over 5,000 building inspections, performed over 500 zoning inspections and held over 150 meetings regarding potential projects.
- In the last few years the Department adopted design guidelines for the South Milwaukee Corridor, as well as a Attainable Housing Policy in compliance with State of Illinois requirements.
- During FY 24/25 the Department made approximately 200 contacts regarding potential developers/new businesses.
- The Department launched a new tourism website and video which was made possible through a IL DCEO grant. The website and video may be found at visitlibertyville.com.

The Organization

The Village of Libertyville is a non-home rule municipality governed by a Village President (“Mayor”) and a Board of six Trustees (the “Village Board”) who are elected at-large to four year terms. The Village Board formulates policy, approves the annual budget, and determines the Village property tax rate.

The Village operates as a council/administrator form of government. The Village Administrator is appointed by the Mayor, subject to majority approval of the Village Board, and is the Chief Administrative Officer of the Village. The Village Administrator is responsible for the direction and supervision of the day-to-day affairs, activities and services of the Village.

The organization has 164 full-time equivalent employees. The Village provides a full range of services, including building and zoning, code enforcement, maintenance of streets, bridges and sewers, police, fire protection and paramedic services, parks and recreation, water distribution, waste water transmission and treatment, and the issuance of birth and death certificates.



The mission of the Village of Libertyville municipal organization is to provide quality services, programs and facilities in the most cost effective and efficient manner to all citizens of the community, to preserve Village history and tradition, to preserve resources for future generations, and to facilitate a partnership with all members of the community to make Libertyville a better place to live and work.

The Community



The Village of Libertyville is a community of approximately 20,000 residents, conveniently located in north suburban Chicago, only 30 miles north of Chicago and 20 miles south of the Wisconsin border.

There are nearly 100 restaurants, cafes and taverns throughout Libertyville. Many venues offer outdoor dining and live musical entertainment in the evenings. Local organizations host a variety of activities and events such as Libertyville Days, First Fridays, Dog Days of Summer, Festival of the Arts and Car Fun on 21.

Libertyville is the ideal place for shopping with a historic downtown containing many boutiques and 25 local shopping centers.

The Village does not have a separate Park District. The Public Works Department maintains 500 acres in 18 parks and facilities. Recreation parkland features include: swimming pools/lakes, baseball, hockey, in-line hockey, soccer, softball, basketball, volleyball, football, fishing, sledding and picnic areas. There are 8 miles of bike paths that traverse the Village connecting to the large Lake County path system.



Compensation and Benefits

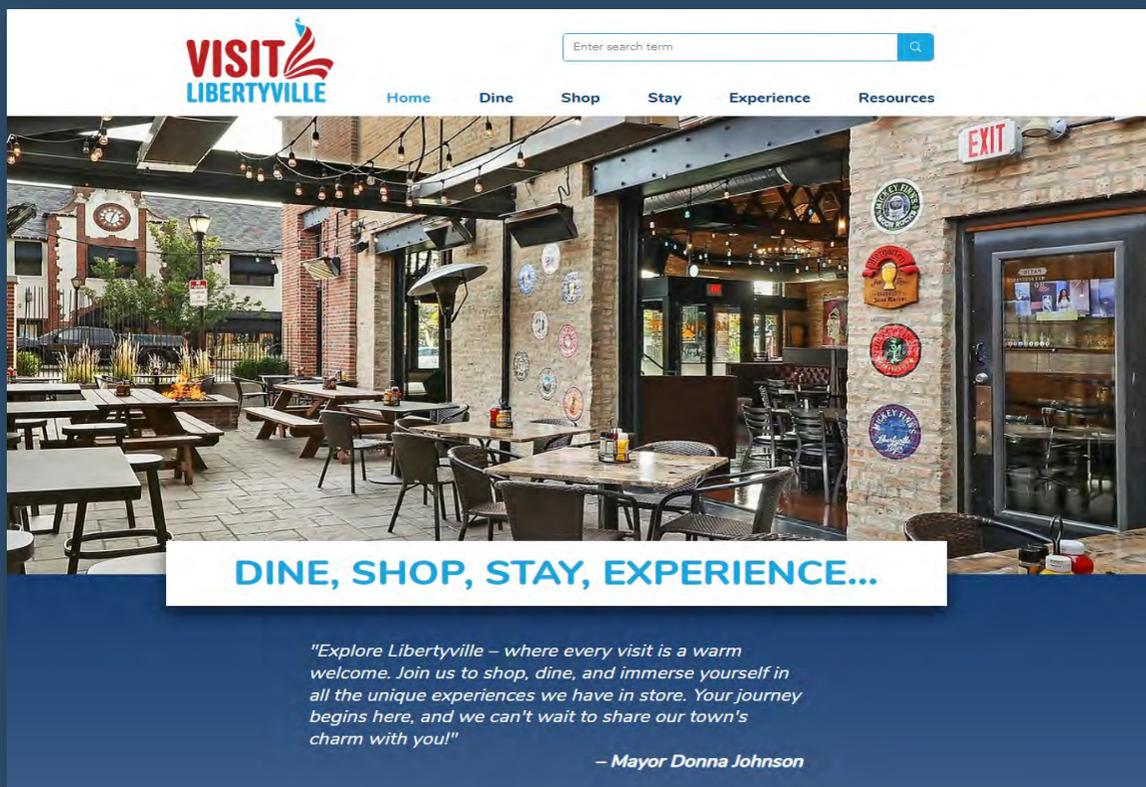
The expected starting salary range is \$82,558 - \$101,393 (full range to \$120,229) depending upon qualifications and experience. A comprehensive benefit package includes participation in the Illinois Municipal Retirement Fund (IMRF), health insurance including medical, and dental, (also available to dependents), life insurance, medical and dependent care flexible spending accounts, optional 457 plan participation (MissionSquare and Nationwide), and paid holidays, vacation, sick leave, and personal days, as well as tuition reimbursement.

Anticipated Start Date

The selected candidate is anticipated to begin employment in March of 2026.

How to Apply

A resume, cover letter and contact information for three professional references should be submitted to Human Resources at employment@libertyville.com. Initial review of resumes beginning February 6 (continuous review until filled).



The image shows a screenshot of the "VISIT LIBERTYVILLE" website. At the top, there is a search bar with the text "Enter search term" and a magnifying glass icon. Below the search bar is a navigation menu with the following items: Home, Dine, Shop, Stay, Experience, and Resources. The main content area features a large photograph of an outdoor dining area with tables, chairs, and a brick building in the background. Overlaid on the bottom of the photograph is a white banner with the text "DINE, SHOP, STAY, EXPERIENCE...". Below the banner is a quote from Mayor Donna Johnson: "Explore Libertyville – where every visit is a warm welcome. Join us to shop, dine, and immerse yourself in all the unique experiences we have in store. Your journey begins here, and we can't wait to share our town's charm with you!" followed by the signature "– Mayor Donna Johnson".

