



Contact:

Blackhawk Hills Regional Council
(815) 625-3854
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Regional Planner

Job Category: Temporary, Full-Time Regional Planner
Experience Required: Master's degree in urban/regional planning and design, landscape architecture, environmental science, economic development, or related field; at least two years of relevant experience, as well as evidence of working with the public cooperatively and successfully
Compensation: \$23.56 per hour + benefits
Hours per Week: 40
Duration: December 2021 to at least December 2022

About Blackhawk Hills Regional Council (BHRC)

Based in Rock Falls, IL, BHRC is a not-for-profit regional planning organization that serves various governments and other stakeholders in Carroll, Jo Daviess, Lee, Ogle, Stephenson, and Whiteside counties in Northwest Illinois. We are located within two hours of the following metro areas: Chicago, Rockford, DeKalb, Milwaukee (WI), Madison (WI), Dubuque (IA), and the Quad Cities (IA + IL).

About the Position

The Regional Planner supports BHRC's efforts to help Northwest Illinois respond to and recover from the impacts of the COVID-19 pandemic and support long-range planning, economic resiliency, and natural resources conservation.

Working Environment

Under the direction of the executive director. Hybrid office/remote work and flexible work hours are available. Willingness to travel to and work in the field and throughout the six-county region is critical. Approved mileage, cell use, and professional development are reimbursable.

Essential Functions

- Develop and manage plan update projects for local units of government, including:
 - Economic resiliency plans that incorporate quality of life issues
 - Comprehensive plans
 - Hazard mitigation plans
 - Housing development and community infrastructure plans
 - Greenways and trails plans
- Facilitate water resources planning, conduct water resources research and analysis, organize related stakeholder meetings, draft recommendations for local stakeholders, the Illinois State Water Survey, and the Illinois Department of Natural Resources
- Update the Comprehensive Economic Development Strategy (CEDs) for Northwest Illinois to address economic resiliency and quality of life issues, including those related to the COVID-19 pandemic



- Build and maintain relationships with local units of government and support their implementation of CARES Act and American Rescue Plan Act programs
- Other project development, grant writing and administration, grant compliance and oversight
- Track implementation progress and report regularly using standard forms
- Work closely with BHRC staff and participate at BHRC Board of Directors meetings
- Additional responsibilities and tasks as assigned

Knowledge, Skills, & Abilities

- Working knowledge of urban/regional planning
- Interest in people, personable, and an inclination towards empathy; familiarity with rural regions and the Midwest
- Capable of analyzing complex information, producing accurate analyses, and drawing data-based conclusions
- Conscious of deadlines and able to submit project deliverables in a timely and organized manner
- Exhibits creativity and possesses confidence
- Uses sound judgement, exercises discretion, and capable of independent action when required
- Conversely, able to take direction, receive and adjust to criticism, maintain discretion, and work collaboratively
- Excellence in public speaking and written communication skills; able to communicate succinctly and tailor approaches to a diverse group of stakeholders
- Proficiency (or ability to become rapidly proficient) in facilitating scenario planning
- Proficiency in Word, Excel, PowerPoint, and ESRI's suite of GIS programs
- Proficiency in Adobe CC programs, such as Illustrator and InDesign, a plus; competency in statistical analysis also a plus

Other

- Unencumbered driver's license and access to a reliable vehicle
- Competency and ability to be certified in CDBG grant administration



*BHRC is an equal employment opportunity employer of all qualified individuals.
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