



ASSISTANT PLANNER Job Description

Non-Exempt (Hourly)

General Purpose of the Position: Complete grant applications as assigned, coordinate the Human Services Transportation Plan (HSTP) process, and support the fiscal administration of assigned grants, programs, and projects.

Supervisor's Title: Planning Coordinator

Supervisory Responsibility: None

Minimum Level of Education/Experience Required: Bachelor's degree in public administration, business, transportation planning or related field.

License or Certification Required: Must have a valid Illinois Driver's license and proof of automobile insurance.

Essential Functions of the Job:

1. Maintain and coordinate two regional Stakeholder Committees as required by the Human Services Transportation Plan grant.
2. Develop, write, and maintain the HSTP regional plans as described in the HSTP Scope of Services, including completion of all rider and stakeholder assessment requirements.
3. Work with Stakeholder Committees to prioritize and review project applications for submission for funding consideration or per process required by IDOT.
4. Investigate relevant transit legislation and investigate funding opportunities.
5. Responsible for the operation and administration of HSTP and all other assigned programs and projects, completing tasks within established timeframes.
6. Develop grant applications and assist with budget development, tracking, and management.
7. Prepare financial and budget reports, monitor grant expenditures and funding balances, and support reimbursements, budget revisions, fiscal compliance, and grant closeout activities.
8. Prepare and deliver formal presentations before various public and private partners.
9. Attend meetings, conferences and seminars by the funder and other relevant groups.
10. Complete all reporting requirements for HSTP and other assigned projects.
11. Travel throughout the 16 county HSTP region on a regular basis.
12. Write grant applications and assist with writing grant applications for cities, towns, counties, and other WIRC member organizations as assigned.
13. Other duties as assigned.

Physical Demands:

1. Must be available to perform the essential functions of the job whenever scheduled to work.
2. Must be able to move about the office to meet with coworkers, community partners and visitors, and operate common office equipment.
3. Must be able to remain in a stationary position to attend meetings, and to work on a computer to enter documentation and to write grant applications.
4. Must be able to pick up and hold documents and other common office items.
5. Must be able to communicate and converse with community partners, coworkers, and visitors to develop grant applications, manage grants, and complete reports.

6. Must be able to operate a computer to record and report data, develop grant requests, report results, and communicate with funders.
7. Must be able to complete mathematical computations to complete grant and contract budgets and to report revenue and expenditures correctly.
8. Must be able to use a telephone to communicate effectively with funders, contractors, coworkers, and community partners.
9. Must be able to operate a motor vehicle to visit job sites, meet with community partners and funders, and attend training events.

Protective Equipment: None.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to modification to reasonably accommodate individuals with a disability.

Printed Name: _____

Signature: _____ Date: _____

Job description last reviewed: 10/12/2026 by SN, RQ

Additional info updated 10/15/2026:

- 100% employer-paid premiums for employee basic health, dental, and vision insurance.
- Retirement plan benefits (after one year).
- 37.5-hour work week.
- Generous holiday, vacation, personal, and sick leave.
- A casual work environment.
- The opportunity to contribute to important work in our community.

Starting Wage Range: \$19.00 – 20.00 per hour (hourly, non-exempt)