



## Deputy Commissioner - Division of Project Development Chicago Department of Transportation

**FUNCTIONS:** This position leads and oversees the Chicago Department of Transportation's Division of Project Development, which directs the planning and research for the Department, as well as critical design and planning of streets and the public right of way for the City of Chicago. The Division plans, directs and coordinates complex urban multimodal transportation projects with internal and external agencies and the public. The Division implements the City's Complete Streets program as well as Vision Zero traffic safety efforts. This position provides leadership to the teams designing and implementing streetscapes, pedestrian improvements, activations, and street designs and programs that support people who bike and take transit, and all other vehicle traffic, including the complex designs and dynamic operations of curbside uses in a large, dense city. The Division manages the Divvy bikeshare system and other micro-mobility services, and consults on broader mobility and transportation services and missions, including resiliency and sustainability effort of the Department.

The Project Development Division plays a leading role in developing a multi-year capital program and is the primary unit that applies for and manages State and Federal grants on behalf of the entire Department. The Division is often the coordinating lead with the region's MPO and will be asked to participate on various working groups and task forces. The Division supports the Department's membership in the region's CREATE (freight rail) program, helping to facilitate projects that serve the City's economic and community interested. This position is expected to provide strategic input into the development and implementation of comprehensive City-wide urban transportation programs, policies and plans; assist in the prioritization of transportation programs and projects; coordinate with other city departments to ensure a comprehensive approach. The Division coordinates with the City's Planning Department on neighborhood plans, zoning applications and overall development impacts and opportunities, and seeks to ensure that the Department's transportation and mobility goals are being met through those efforts.

The position is expected to interface with the public at stakeholder meetings and with elected officials, with occasional interactions with the press, and do so in a cordial, professional manner.

**MANAGEMENT DUTIES:** Plans and establishes division goals and objectives in compliance with department goals and mission statement; directs the coordination and preparation of the division's annual budget; establishes operational policies and procedures; develops work standards and oversees the implementation of new or modified processes; oversees the work and workload of unit managers responsible for supervising and evaluating the work of subordinate staff and contracts; reviews and approves reports ensuring quality and completeness; analyzes and troubleshoots problematic issues relative to division activities and recommends alternative solutions; interprets department policies and procedures to staff; directs and coordinates special projects and studies; directs staff training and development activities; reviews budgets and invoices.

### To Apply

Submit a cover letter and resume to [CDOTCareers@cityofchicago.org](mailto:CDOTCareers@cityofchicago.org)