



Code: 1403

Family: Planning and Urban Development
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Planning

CLASS TITLE: CITY PLANNER III

CHARACTERISTICS OF THE CLASS

Under supervision, performs fully functional professional planning work at the senior level, working independently on moderate to complex assignments relating to the development and revitalization of residential, commercial, and industrial communities, and performs related duties as required

ESSENTIAL DUTIES

- Designs and conducts moderately complex studies and surveys for urban planning and land use projects
- Accesses geographic information systems (GIS) and departmental databases to map land areas, create maps, and prepare charts illustrating data by region
- Compiles and analyzes data from studies and surveys and integrates information into comprehensive planning reports
- Analyzes and evaluates research data in the areas of population, housing, transportation, and economic development trends for designated communities and forecasts future impact and resource needs
- Reviews and evaluates planning and development project proposals submitted by private consultants and public agencies to assess compliance with governmental laws and established planning criteria and to determine eligibility for program funding or other financial incentives
- Reviews and interprets local, state, and federal legislation impacting proposed development plans
- Consults with public and private agencies, community groups, and business communities on present and future planning and development needs
- Prepares grant applications, proposals, and preliminary budgets for planning projects
- Represents the department at community meetings, conferences, and public forums to discuss planning activities and projects
- Prepares project status and work activity reports
- Conducts site inspections of work in progress to ensure adherence to development plans, as required
- Identifies and evaluates historic resources and analyzes the impact of proposed projects

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Urban Planning, Urban Design, Architecture, Landscape Architecture, Transportation Planning, Environmental Planning, or a directly related field, plus three (3) years of planning work experience or an equivalent combination of education, training, and experience, provided that the minimum degree requirement is met.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- May be exposed to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *principles and practices of urban planning and design
- *research methods, analysis, and techniques

Moderate knowledge of:

- *GIS, spreadsheets, and statistical software packages
- local, state, and federal laws and regulations impacting urban planning
- *data analysis and report preparation and writing

Some knowledge of:

- grant programs, requirements, and writing
- architectural history, planning, and design
- landmark preservation principles, methodology, and restoration techniques
- *procedures for the preparation of comprehensive planning programs

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the City Planner II class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the City Planner II class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem

Other abilities as required for successful performance in the City Planner II class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
January, 2020