



Code: 1404

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

CLASS TITLE: CITY PLANNER IV

CHARACTERISTICS OF THE CLASS

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

ESSENTIAL DUTIES

- Designs, conducts, and maintains complex studies, surveys, and databases 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
- Reviews and evaluates development project proposals submitted by private consultants and public agencies for conformity with City development goals and objectives, governmental regulations, and funding eligibility
- Works with other City departments, governmental agencies, and private consultants on major planning and policy studies
- Prepares and/or reviews documents (e.g., grant applications, proposals, preliminary budgets, building permits, departmental reports) related to project planning and implementation
- Reviews and interprets state and federal legislation pertaining to planning programs and prepares position papers
- Consults with public and private agencies, community groups, and business communities on present and future planning and development needs
- Represents the Department at community forums, civic and business organization meetings, and conferences to discuss planning activities and projects
- Provides technical assistance to community organizations, delegate agencies, and developers pertaining to planning and development projects and work plans
- Conducts site inspections of work in progress to ensure adherence to development plans, as required

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 four (4) 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

Advanced knowledge of:

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

Considerable 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

Moderate knowledge of:

- *procedures for the preparation of comprehensive planning programs
- *grant programs, requirements, and writing
- financial incentives and funding opportunities for planning projects

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

Other knowledge as required for successful performance in the City Planner III 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
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *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 III 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
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the City Planner III 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