CLASS TITLE:  City Planner III

CHARACTERISTICS OF THE CLASS: Under supervision, the class performs fully functional professional planning work at the senior level, where the position work 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 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.

RELATED DUTIES: May conduct site inspections of work in progress to ensure adherence to development plans.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Master’s degree in Urban Planning, Transportation Planning, Environmental Planning or a directly related field, supplemented by two years of progressively responsible planning experience.

Knowledge, Abilities and Skill. Good knowledge of the principles and practices of urban planning and design. Good knowledge of research
methodology and techniques. Good knowledge of departmental urban planning policies and objectives. Good knowledge of GIS, spreadsheets and statistical software packages. Good knowledge of municipal, state and federal laws and regulations impacting on urban planning.

Ability to design and conduct large scale planning studies. Ability to analyze data on economic, physical and social factors affecting land use. Ability to use GIS, spreadsheet and statistical software. Ability to prepare narrative and statistical reports. Ability to explain economic development and land use planning programs to community and business groups.

Skill in the application of urban planning methods and techniques. Skill in interpreting legislation and regulations pertaining to urban planning programs. Skill in the application of statistical methods and techniques. Good skill in designing and administering surveys and studies. Good research skills. Good analytical skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 2002
City of Chicago
Department of Personnel
(Minimum Qualifications Revised: April, 2008)