



**Code: 2901**  
Family: Planning and Urban Development  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Human Relations

## **CLASS TITLE: DIRECTOR OF PLANNING, RESEARCH AND DEVELOPMENT**

### **CHARACTERISTICS OF THE CLASS**

Under direction, the class is managerial in nature, overseeing the operations of a division or section and directing professional staff engaged in researching and planning programmatic and fiscal operations, and performs related duties as required

### **ESSENTIAL DUTIES**

- Establishes goals, objectives and parameters for research and planning studies
- Prioritizes and assigns work, establishes time lines and monitors the progress of data collection activities
- Reviews data analysis ensuring completeness and integrity
- Directs the preparation of programmatic and fiscal reports, plans, procedures and protocols based on the analysis of data collected
- Reviews and evaluates proposed federal and state legislation impacting on departmental programs and funding and prepares reports on the city's position and recommended policy changes
- Directs the identification of potential new funding sources and the completion of applications to obtain same
- Provides testimony to legislative and other governmental task forces and committees involved in identifying and developing solutions to social, public health, economic or environmental concerns
- Works with supervisors in establishing operating policies and procedures for the section
- Participates in the preparation of the section's budget
- Trains and coordinates the training of professional staff
- Develops and implements work standards and objectives and evaluates staff performance
- Prepares management reports on section's work accomplishments

**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 Master's degree in Planning, the Social Sciences, Public Health, Public Administration or a directly related field, plus four years of supervisory experience in the planning, development, and implementation of a social service or public health program

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

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

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Comprehensive knowledge of:

- \*applicable federal, state, local laws, regulations and guidelines
- \*development of comprehensive planning programs and studies
- \*research methods and techniques
- \*data analysis and report preparation
- \*specialty program planning, development, and implementation

Considerable knowledge of:

- \*management and supervisory methods, practices, and procedures
- \*legislative procedures
- \*applicable computer software packages and applications

Moderate knowledge of:

- \*grant management, writing and administration principles and practices

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

**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, taking 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
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*TIME MANAGEMENT - Manage one's own time and the time of others
- \*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

- \*INSTRUCTING – Teach others how to do something

**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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- 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
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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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.