



**Code: 1408**

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

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## **CLASS TITLE: SUPERVISING PLANNER**

### **CHARACTERISTICS OF THE CLASS**

Under direction, manages and supervises professional staff engaged in coordinating projects relating to the development and revitalization of residential, commercial, and industrial communities and the review of development proposals and plans; and performs related duties as required

### **ESSENTIAL DUTIES**

- Supervises and evaluates the work of professional staff engaged in the development review process, projects, neighborhood, and region-based urban design plans and proposals
- Establishes and oversees the implementation of work standards, policies, and procedures
- Provides urban design expertise in the development, adaptation, and review of development proposals and plans
- Assists in the development and implementation of the bureaus long-range and short-term initiatives
- Conducts technical reviews of development projects and advises on proposed recommendations
- Arranges and participates in public commission and community-based meetings
- Collaborates with other City departments and stakeholders involved in the development review process
- Summarizes and presents planning and design report findings to senior management
- Manages consultants conducting land use planning and economic feasibility studies
- Monitors the implementation of public and private development projects
- Assists in the development of the bureaus annual budget

**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 Design, Architecture, Landscape Architecture, Transportation Planning, Environmental Planning or a directly related field, plus five (5) years of planning or urban design work experience, of which two (2) years are in a supervisory role related to the responsibilities of the position, 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

## **EQUIPMENT**

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

## **PHYSICAL REQUIREMENTS**

- No specific requirements

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

### **Knowledge**

Comprehensive knowledge of:

- \*principles and practices of urban planning and design
- \*research methods, analysis, and techniques
- \*data analysis and report preparation (including text, graphics, and illustrations)
- \*specialized computer software (e.g., AutoCAD, ArcGIS, Adobe Creative Suite, spreadsheets, and statistical software packages)
- \*site planning and massing of urban environments
- \*project management and phasing and implementation of real estate developments

Moderate knowledge of:

- local, state, and federal laws and regulations impacting urban planning procedures for the preparation of comprehensive planning programs
- financial incentives and funding opportunities for planning projects
- grant programs, requirements, and writing

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

### **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 – Be able to work and promote a collaborative environment, where multiple perspectives are taken into account as part of a process
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**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 Work Requirements**

- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- 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.

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City of Chicago  
Department of Human Resources  
May, 2022