



Code: 1405

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

CLASS TITLE: CITY PLANNER V

CHARACTERISTICS OF THE CLASS

Under general supervision, performs professional urban planning of a complex nature, typically requiring the coordination of projects relating to the development and revitalization of residential, commercial, and industrial communities, and performs related duties as required

ESSENTIAL DUTIES

- Participates in and coordinates the conduct of planning surveys and studies and the completion of planning reports detailing social and economic trends and their impact on current and future resources
- Evaluates development project proposals submitted by private consultants and public agencies for conformity with city development goals and objectives, governmental regulations and funding eligibility
- Prepares project summary reports for review by City Council committees
- Works with operating city departments, governmental agencies and private consultants on major planning and policy studies
- Prepares grant applications, proposals and preliminary budgets for planning projects
- Reviews and interprets state and federal legislation pertaining to planning programs and prepares position papers for management's review
- Represents the department at community forums, civic and business organization meetings and conferences to discuss planning activities and projects
- Functions as liaison with state and federal agencies involved in collaborative planning projects
- Provides technical assistance to community organizations, delegate agencies and developers concerning planning and development projects and related work plans
- Serves as project manager for planning projects to ensure compliance with specifications and governmental regulations, as required
- Conducts site inspections of work in progress to ensure adherence to development plans, as required
- May provide direction to junior level staff

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 five (5) 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
- *data analysis and report preparation and writing
- *GIS, spreadsheets, and statistical software packages

Considerable 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

Moderate knowledge of:

- *grant programs, requirements, and writing

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

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

Other Work Requirements

- 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
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the City Planner IV 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
February, 2020