



**Code: 1441**

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

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## **CLASS TITLE: COORDINATING PLANNER**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions as a project manager responsible for coordinating urban development and revitalization planning projects of a complex nature OR as a senior level, technical expert engaged in researching and managing specialized planning initiatives, and performs related duties as required

### **ESSENTIAL DUTIES**

- Plans and manages the full scope of planning studies including the design, data collection and implementation of recommendations
- Establishes and monitors work objectives and time lines of planning projects and oversees private consultants and junior level planners in the conduct of planning studies
- Participates in and oversees the collection and analysis of related planning data
- Summarizes and formats collected data and prepares reports for senior management's review
- Develops proposed plans for target areas and markets planning and development opportunities to prospective developers
- Evaluates project proposals for feasibility and conformity with city development goals and objectives, governmental regulations and funding eligibility
- Coordinates the work efforts of departmental managers, government officials and funding agencies to facilitate the selection and scheduling of capital improvement projects
- Prepares and oversees staff responsible for the preparation of financial reporting documents to track the awarding and expenditure of funds
- Conducts site inspections of work in progress to ensure adherence to development plans
- Generates periodic progress reports of pending and current projects, highlighting issues for management's attention and to publicize project success
- Represents the department at public hearings and meetings to discuss proposed planning and redevelopment projects

**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 Urban Planning, Transportation Planning, Environmental Planning, or a directly related field, plus five years of work experience in the development and management of major planning or research studies, including two years of supervisory experience 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
- 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
- \*financial incentives and funding opportunities for planning projects
- \*procedures for the preparation of comprehensive planning programs

Considerable knowledge of:

- local, state, and federal laws and regulations impacting urban planning
- \*knowledge of research methods, analysis, and techniques
- \*GIS, spreadsheets, and statistical software packages

Moderate knowledge of:

- knowledge of the principles and practices of program analysis, monitoring and evaluation
- \*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 V 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 V 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 V class

**Other Work Requirements**

- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- 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

Other characteristics as required for successful performance in the City Planner V class

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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  
April, 2014