



Local Technical Assistance Program
Assistant Planner (LTA043) or Associate Planner (LTA044)
October 5, 2012

Company/Agency:	Chicago Metropolitan Agency for Planning
Job Category:	Assistant Planner or Associate Planner
Experience Required:	Up to 2 years for the Assistant Planner level; 2 to 5 years for the Associate Planner level
Salary Range:	Commensurate with experience and level hired

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire two full-time employees to help implement the Local Technical Assistance (LTA) program. These positions will be filled at the Assistant or the Associate levels. Compensation will be commensurate with qualifications and experience.

CMAP was created in 2005 to integrate planning for land use and transportation in the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. On October 13, 2010, CMAP released GO TO 2040, the region's long-range comprehensive plan. The agency is now focusing on implementing the plan, which includes technical assistance to local governments as a major activity. For more information on GO TO 2040, visit www.cmap.illinois.gov/2040.

Position Description

CMAP will recruit planners at the Assistant or Associate levels with the knowledge, experience, and skills to assist in the implementation of local technical assistance projects, focusing on the intersection between housing, land use, and transportation.

The LTA program was initiated in spring 2011 to create new resources for technical assistance and coordinate with existing technical assistance activities. It is designed to result in a series of innovative local projects in the Chicago region that support livability principles, implement GO TO 2040, and build capacity in local communities. Approximately 40 projects are currently underway, and nearly 20 have been completed, with more planned to begin in 2013. Projects include comprehensive plans, corridor or subarea plans, zoning revisions, studies of special topics such as housing or economic development, and similar planning activities. This program requires travel throughout the region; candidates must have the ability and willingness to work with communities across the region. To obtain more information on the LTA program, please visit www.cmap.illinois.gov/lta.

Essential Functions

Qualifications and skills for the positions include:

- Knowledge of local planning practice in northeastern Illinois, including plan and ordinance preparation, development review, and the role of appointed and elected officials.

- Experience in comprehensive planning and understanding the links between transportation, land use, housing, economic development, environment and natural resources, and community development.
- Ability to provide technical assistance, conduct training and workshops, and develop innovative, collaborative solutions to build local capacity.
- Experience working with elected officials and local government staff in designing and implementing policies and strategies that support sustainability and address socioeconomic inequities.
- Excellent written and oral communication skills.
- Interest and ability to interact with partner agencies, local governments, and the general public.
- Ability to work on complex projects, and work as part of a multi-disciplinary team.

Knowledge, Skills and Abilities

Beyond these general qualifications, one of the topic-specific specializations listed below is desired. Candidates should demonstrate experience and interest in either or both of these areas. It is understood that candidates for the Assistant position will have limited work experience, but they should demonstrate strong interest and familiarity with one of these specializations.

- Market analysis and economic development. Candidates should have strong quantitative skills, experience in commercial and residential market data and analysis, and knowledge of economic development principles and practices. Strong GIS skills are desired, as well as the ability to communicate the results of market or economic analysis to local stakeholders.
- Ordinances and codes. Experience in reviewing, assessing, revising, and writing zoning ordinances and other local codes and development regulations. The candidate should be experienced with regulatory mechanisms that support sustainable planning concepts like mixed-use development, parking management strategies, conservation design, and similar concepts. Familiarity with innovative zoning techniques such as hybrid or form-based codes, as well as the LEED-ND system, is desired. The ability to use graphics programs to create visuals for inclusion in development regulations is also desired.

Education and/or Experience

A Bachelors degree in Planning or a related discipline is required, and a Masters degree is preferred. At least 2 to 5 years of work experience in planning is required for the Associate level. Assistant level positions are typically filled by candidates with up to 2 years of experience. Demonstrated ability to manage and contribute to complex projects is required.

Contact Information

Send your resume, cover letter with contact information and **Job Code**:

LTA043 – Assistant Planner **LTA044** – Associate Planner

Email:

hresources@cmap.illinois.gov

Mail:

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Position open until filled. The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.