



Policy and Program Analyst (PPA066)
July 17, 2014

Company/Agency: **Chicago Metropolitan Agency for Planning**
Job Category: **Assistant or Associate**
Experience Required: **Assistant (0-2 years), Associate (2-4 years)**
Salary Range: **Commensurate with level hired**

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire an analyst in the Policy Development division who will specialize in analysis to support the programming of transportation improvements in the region. CMAP is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now guides the implementation of metropolitan Chicago's comprehensive regional plan, GO TO 2040, which was adopted unanimously by leaders from across the seven counties in fall 2010. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Position Description

The GO TO 2040 regional comprehensive plan emphasizes the importance of making transportation investment decisions based on rigorous criteria rather than on arbitrary formulas. Since the plan was adopted, CMAP has been exploring ways to enhance transportation programming in the state and region, including the agency's own funding programs. The policy and program analyst will be responsible for developing and executing methods to identify transportation system needs and to evaluate expected project performance. The ideal candidate for this position will have strengths in quantitative and qualitative policy analysis, both of which are central to performance-based programming.

Essential Functions

- Assist with development of transportation project evaluation methods, particularly for transit projects but also highway, freight, and non-motorized projects.
- Produce reports to document findings and recommendations.
- Make presentations to CMAP committees and interact directly with stakeholders, which include transportation professionals and elected officials.
- Help collect and summarize information about programming techniques in use by other agencies in the region and beyond.
- Help carry out highway and transit system needs analyses to support long-range plan development.

Knowledge, Skills, and Abilities

- The ability to write and communicate effectively on issues of public policy and planning.
- Excellent data management skills and the ability to collect, manipulate, and analyze large data sources in spreadsheets and databases, as well as the ability to generate and present findings from these data.
- Demonstrated ability to lead moderately complex research projects.
- Knowledge of geographic information systems (GIS).
- Familiarity with project evaluation tools such as Highway Capacity Software or microsimulation software is desirable.
- Prior experience in quantitative evaluation of transit projects and/or transportation capital programming is preferred.

Education and/or Experience

- A Master's degree in Planning, Engineering, Economics, Public Administration or a related field is required.
- Ability to work effectively in an environment using Microsoft Windows and Microsoft Office products, with adaptability to other software.
- Demonstrated skills with desktop computer databases, spreadsheets, and ArcGIS software.

Contact Information

Via email or U.S. mail, send your resume, cover letter with contact information, and **Job Code (PPA066)**.

Email: hresources@cmap.illinois.gov

U.S. Mail: Human Resources
Chicago Metropolitan Agency for Planning (CMAP)
233 S. Wacker Drive, Suite 800
Chicago, IL 60606

Emailed resumes will receive an auto receipt. We do not send receipts for mailed resumes. Position open until filled. The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.