



# Chicago Metropolitan Agency for Planning

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[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## **Assistant Analyst (RA056)** **October 10, 2013**

Company/Agency: **Chicago Metropolitan Agency for Planning**

Job Category: **Assistant**

Experience Required: **0-2 years experience**

Salary Range: **Entry Level**

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire an Assistant Analyst for the Research & Analysis Division. 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 leads the implementation of GO TO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. 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](http://www.cmap.illinois.gov) for more information. CMAP serves as the authoritative source for regional data collection, exchange, dissemination, analysis, evaluation, forecasting, and modeling. These activities are critical to providing CMAP and its partners with objective, definitive assessments of current and future regional conditions. Accordingly, CMAP is committed to maintaining a staff of highly qualified professional technicians, analysts, and modelers to secure relevant data using state-of-the-art analytical tools.

### **Position Description**

This position will be responsible for the collection, preparation, analysis, and mapping of data related to agency research and analysis activities.

Examples of projects include: interpreting digital aerial imagery used in preparing the regional land use inventory, geocoding transportation performance data for use in preparing planning indicators and improving the spatial level-of-service accuracy of transportation modeling networks. These and other projects assigned are critical to maintaining the quality and integrity of CMAP planning datasets. In addition, assignments will be given that contribute to CMAP's capacity to respond to regular requests for data and information by staff and regional planning partners. These include preparation of maps and data that support CMAP's Local Technical Assistance Program and Transportation Improvement Program, as well as ad-hoc requests from the Executive Office and Policy Development staff. Additional assignments include contributing to implementation of CMAP's GO TO 2040 Regional Comprehensive Plan by assisting in the tracking of specific regional planning indicators.

**Essential Functions:**

- Identify, collect and prepare datasets for urban planning analysis and evaluation
- Prepare computer procedures to automate analyses and evaluations
- Interpret and summarize analysis and evaluation results
- Conduct quality control and quality assurance on methods and procedures
- Prepare analysis documentation, summary results and visualization products
- Thoroughly document work products for use by other CMAP staff
- Other duties as assigned

**Knowledge, Skills and Abilities**

The successful candidate must have strong technical skills in managing and processing large urban datasets to support urban planning analysis and evaluation. Familiarity with and an interest in applying data resources to urban planning and policy analysis is desired. In particular, a successful candidate must demonstrate:

- Knowledge of Census and other government data products
- Knowledge of Geographic Information Systems (GIS) and database management software
- Understanding of fundamental methods of quantitative analysis in urban planning
- Understanding of data management and processing techniques

**Education and Experience**

A master's degree in a social science discipline or equivalent with emphasis on quantitative analysis is preferred. A bachelor's degree with progressive professional experience is acceptable. Preference will be given to candidates who have experience in application of urban datasets to public policy analysis.

**Contact Information**

Send your resume, cover letter with contact information and **Job Code: RA056**

**Email:**

[hresources@cmmap.illinois.gov](mailto:hresources@cmmap.illinois.gov)

**Mail:**

Human Resources

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