



# Chicago Metropolitan Agency for Planning

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## Planning Senior Analyst (SLP82018) August 29, 2018

<b>Company/Agency:</b>	Chicago Metropolitan Agency for Planning
<b>Job Category:</b>	Senior
<b>Experience Required:</b>	Minimum of 5 years professional experience (excludes internships, fellowships, graduate or classwork)
<b>Salary Range:</b>	\$65,700 - \$81,453

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire a full-time employee at the Senior level in the Local Planning Department, with an emphasis on research and analysis.

CMAP is the Chicago region's official comprehensive planning agency integrating planning for land use and transportation in the seven counties and 284 communities of northeastern Illinois. The agency and its partners are developing ON TO 2050, a new long-range comprehensive regional plan to help the region implement strategies that address community, prosperity, environment, governance, and mobility through inclusive growth, resilience, and prioritized investment. At CMAP we recognize that one of our greatest assets is our people. And a rich diversity of cultural backgrounds, life experiences, ideas, and lifestyles represented by CMAP employees will allow us to provide the best possible service to our region. For more information on ON TO 2050, visit [www.cmap.illinois.gov/onto2050](http://www.cmap.illinois.gov/onto2050).

### Position Purpose

CMAP seeks a Senior Analyst to be part of a large department and provide advanced technical research, data analysis, and mapping work to contribute to the agency's long-range and local planning efforts. Research and Analysis projects may include advanced GIS mapping, data processing, quantitative spatial analyses, and the development and documentation of new business intelligence tools and products and methodologies for quantitative analysis.

Seniors are primarily expected to perform advanced technical work researching, analyzing and writing technical documents and supporting public planning projects and initiatives, and related work. Seniors may also be asked to contribute to other CMAP activities, including but not limited to the implementation of ON TO 2050, as well as the agency's general activities in policy, programming, and planning. Work is typically performed under the limited supervision of a Planning Principal. This position requires travel throughout the region and candidates must have the ability and willingness to work with communities across the region.

Salary range is from \$65,700 - \$81,453. Compensation will be commensurate with qualifications and experience and for detailed information about our benefits, please go to [www.cmap.illinois.gov/about/careers#benefits](http://www.cmap.illinois.gov/about/careers#benefits).

## **Essential Functions**

- Completes assigned tasks and projects; and manages workload and schedule to achieve desired outcomes and meet required deadlines.
- Effectively communicates with supervisors.
- Establishes and maintains positive relations with coworkers, and when applicable with external partners, stakeholders, and communities.
- Attends internal department meetings and internal and external committee meetings, outreach events, and workshops as assigned.
- Conducts advanced research, data collection and analysis, data mapping, graphics, and written plan content to planning projects, and completes other project related tasks.
- Conducts advanced processing tasks with large urban datasets, develops innovative G.I.S. scripting & analytical solutions, and performs other complex research and data analysis work to inform local planning decisions.
- Conducts advanced work to automate the production of data tables, maps, graphs, and other business intelligence products.
- Conducts advanced mapping and analysis tasks using ESRI GIS software or comparable, such as QGIS.
- Manages one or more staff-led and/or consultant-led projects using the Agency's project management methodologies and tools to manage project scope and achieve time, budget and deliverable objectives. Manages project personnel, resources, start-up, timeline, budget, deliverables and conditions to ensure timely delivery of quality outcomes; manages project sponsor, stakeholder and partner relationships and coordinates outreach. Manages contracts and may oversee the work of external contractors or consultants
- Monitors expenditures against project budget; reviews and approves invoices; confirms work completed, deliverables and timeliness; identifies and reports variances.
- Completes other assigned duties as required.

## **Knowledge, Skills and Abilities**

- Demonstrated ability to contribute to complex projects and work as part of a team is required.
- Comprehensive skills in the use of personal computers, the internet, associated apps and software packages, hardware, and peripheral equipment.
- Ability to work with limited supervision.
- Ability to prepare advanced technical information and to effectively communicate that information clearly to external and internal audiences orally, in writing, and in presentations.
- General knowledge of urban and/or regional planning practice and an understanding of environmental, social, land use, and transportation considerations in planning.
- Thorough ability to read and understand complex plans and drawings.
- Comprehensive ability to perform mapping and analytical tasks using ESRI GIS, QGIS, or comparable software package.
- Comprehensive ability to perform data processing or analytical tasks using Python, R, SQL, and/or other scripting tools.

- Comprehensive skills in principles of research, data collection and analysis, and technical writing.
- Comprehensive ability to document research, work collection, and processes.
- Comprehensive ability to analyze and systematically compile technical information and to prepare technical reports.
- Comprehensive skills in working with large urban datasets, development of innovative GIS analytical solutions, and other complex research and data analysis work.
- Some ability to support the professional development of junior staff, specifically in learning how to use advanced scripting tools to produce and automate production of maps and other business intelligence.

**Education and/or Experience Qualifications**

A Bachelor's degree in Planning, Public Policy, Geography, G.I.S., Computer Science, Statistics, or a related discipline, plus a minimum of 5 years of professional experience in planning, policy analysis, or related field is required. A Master's degree in Planning, Public Policy, Geography, G.I.S., Computer Science, Statistics, or a related discipline, plus a minimum of 5 years of professional experience in planning, policy analysis, or related field is preferred. Multilingual preferred.

**How to Apply**

Qualified candidates should apply online at <https://cmap.hyrell.com> to be considered.

**Posting End Date**

This posting will close on September 29, 2018.

*The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.*