



# Chicago Metropolitan Agency for Planning

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**Principal Planner**  
**Job Code: PLP320**  
**March 31, 2020**

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire a Principal Planner in the Planning Department. We are broadly interested in applicants with a general planning background however; we are particularly interested in applicants with experience in long or short range planning at a municipality or county government.

CMAP is our region's official comprehensive planning organization. The agency and its partners are now implementing ON TO 2050, a new comprehensive regional plan to help the seven counties and 284 communities of northeastern Illinois implement strategies that address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. These strategies are emphasized through three overarching principles: Inclusive Growth, Resilience and Prioritized Investment. The agency's core values that drive our work product as well as the work environment are to serve with passion; pursue equity; foster collaboration; lead with excellence and drive innovation. At CMAP we recognize that one of our greatest assets is our people. 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 CMAP and ON TO 2050, visit [www.cmap.illinois.gov/onto2050](http://www.cmap.illinois.gov/onto2050).

## **Position Description**

Successful candidates would be part of a large department and provide advanced technical, professional and managerial support for CMAP's long-range comprehensive regional plan and collaborate with multi-disciplinary teams across departments in project work for the agency.

The individual in this position will help to lead and manage the agency's technical assistance services designed to build the capacity of local governments to resolve the increasingly complex issues they face in their communities. The individual will work directly with local government staff and elected officials to build and foster relationships with the agency. The job duties of the position will have emphasis on fulfilling the Planning portions of the Agency Work Plan specifically the Planning Resources and Leadership Development programs and other capacity building initiatives.

Principals are primarily expected to oversee numerous projects; supervising the work of other staff; directly managing a small number of projects, with support from a team of staff; ensuring a high quality of products across the program; assisting in the selection of new projects; identifying new strategic directions for the program, based on local interest and regional priorities; and many other activities. Overall, the position will have a high level of responsibility for the success of the Planning department, and will work collaboratively with

other senior staff and agency leadership to manage and continually improve the department. Work is typically performed under the limited supervision of the Deputy Executive Director of Planning. This position requires travel throughout the region and candidates must have the ability and willingness to work within communities across the region.

### **Essential Functions**

- Staff management including: assigns, directs, trains, and reviews the work of staff; coaches, counsels, and evaluates staff performance; develops, coordinates, and ensures compliance with detailed staff work programs; coordinates staff schedules and priorities; recommends hiring and disciplinary actions.
- Manages a portion of the Planning Division including oversight of multiple staff-led and/or consultant-led projects which includes the management of contracts and the work of external contractors or consultants.
- Assists with the development of the annual work plan, the long-term vision for the Planning Division, and strategic vision for planning throughout the agency.
- Identifies critical budget needs, develops business case for budget, and prepares cost estimates to support budget appropriation. Manages project budgets to ensure appropriate expenditures for timely completed work and services rendered.
- Develops working relationships with partner agencies, regional organizations, other MPOs, stakeholders, community and elected officials, and representatives of private sector firms.
- Serves as a subject matter expert for the agency in internal, external and public forums.
- May serve on or oversee committees, task forces, and other bodies where CMAP representation is desired.
- Collaborates with multi-disciplinary teams across departments in project work for the agency
- Contributes to various work plan items as assigned.

### **Knowledge, Skills and Abilities**

Knowledge and demonstrated ability working with local government staff and elected officials to develop and implement policies, ordinances and initiatives. Comprehensive knowledge of urban and/or regional planning practice and an understanding of environmental, social, land use, and transportation considerations in planning; skill in general principles of research, data collection and analysis, and technical writing; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in utilizing spreadsheets, and skills or familiarity with geographic information systems (GIS); ability to read, write, understand, and critique complex plans and drawings; ability to conduct detailed research and prepare reports and findings; ability to prepare and effectively communicate a variety of types of information to external and internal audiences orally, in writing, and in presentations; ability to establish and maintain effective working relationships with co-workers, elected officials, government staff, external partners, and the general public. Demonstrated ability to contribute to complex projects and work as part of a team is required.

### **Education and/or Experience Qualifications**

Required is a Bachelor's degree in planning, public policy or a closely related discipline, plus a minimum of 8 years of progressive professional experience (excludes internships, fellowships, graduate or classwork) in planning, policy, or closely related field including some long or short range planning experience working at a municipality or county government.

Preferred is a Master's degree in planning, public policy, or a related discipline, plus a minimum of 8 years of progressive professional experience (excludes internships, fellowships, graduate or classwork) in planning, policy, or related field including some long or short range planning experience working at a municipality or county government. Supervisory experience is preferred. Multilingual preferred. AICP is also preferred. Salary range for this position is \$86,200 to \$106,850. Compensation commensurate with skill and experience.

### **How to Apply**

Please submit cover letter, résumé, and a portfolio with 2-3 representative examples which highlight your skills via web [www.cmap.illinois.gov/about/careers](http://www.cmap.illinois.gov/about/careers). Refer to **Job Code (PLP320)**.

### **Posting End Date**

This posting will be open until filled and applications will be evaluated beginning on April 12, 2020 at 5:00 p.m. CST.

*The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer  
Metropolitan Agency for Planning does not sponsor H1B visas.*