



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

Planning **Senior Planner (SP620)** **June 26, 2020**

Position Purpose

Perform technical and professional work leading and supporting all aspects of public planning projects and initiatives. Emphasis on long range planning, multimodal transportation, market analysis, governance, housing, and/or land use and zoning experience.

Responsibilities

- 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.
- Assists project manager and participates on project teams to achieve desired outcomes; assignments may include conducting and coordinating research, data collection and analysis, mapping, graphics, and written plan content, and other project related tasks.
- Works with Principal and/or Director to develop project objectives, detailed work plans and timelines to ensure timely, effective completion of projects; may provide leadership, work direction, and coordinate efforts of other team members.
- Monitors expenditures against project budget; reviews and approves invoices; confirms work completed, deliverables and timeliness; identifies and reports variances.
- Contributes to other work plan items as assigned, such as research and development of new planning topics and approaches, plan implementation, local capacity building, regional policy and planning, or web content development.
- Conducts and guides outreach for Local Technical Assistance plans, including coordinating, planning, attending, and leading meetings with external partners, stakeholders, and the general public, including agendas, meeting notices, meeting notes, and / or minutes and correspondence.

- Establishes and maintains positive relations with external partners, agencies, stakeholders, and community officials and representatives. May serve on committees, task forces, and other bodies to represent CMAP.
- Attends internal department meetings as well as external committee meetings, outreach events, and workshops as assigned.

Knowledge, Skills and Abilities

Thorough 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 utilizing spreadsheets, and skills or familiarity with geographic information systems (GIS); ability to read and understand complex plans and drawings; ability to work with limited supervision; ability to compile and effectively communicate technical information to external and internal audiences orally, in writing, and in presentations; ability to analyze and systematically compile technical information and to prepare technical reports; ability to document research and work collection and processes; ability to establish and maintain effective working relationships with associates, community or civic leaders, public sector officials and staff, partner agencies and organizations, and the general public.

Education and Experience

A Bachelor's degree with coursework in urban planning, policy, public administration, or related field. A minimum of 5 years professional experience (excludes internships, fellowships, graduate or classwork) in planning, policy, or related field. Master's degree preferred.

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