



**Code: 1402**  
Family: Planning and Urban Development  
Service: Administrative  
Group: Statistical, Technical, and Analytical  
Series: Planning

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## **CLASS TITLE: CITY PLANNER II**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, performs professional planning work, working independently on routine to moderately complex assignments relating to the development and revitalization of residential, commercial, and industrial communities, and performs related duties as required

### **ESSENTIAL DUTIES**

- Designs and conducts routine studies and surveys and participates in conducting more complex studies and surveys for urban planning and land use projects
- Accesses geographic information systems (GIS) and departmental databases to map land areas, create maps, and prepare charts illustrating data by region
- Compiles and analyzes data from studies and surveys and integrates information into comprehensive planning reports
- Analyzes and evaluates research data in the areas of population, housing, transportation, and economic development trends for designated communities and forecasts future impact and resource needs
- Provides administrative support to special planning task forces and committees
- Reviews and interprets local, state, and federal legislation impacting proposed development plans
- Participates in the presentation of plans, reports, and surveys to community and business groups
- Prepares grant applications, proposals, and preliminary budgets for moderately sized planning projects
- Provides assistance to community and business organizations regarding City planning programs and the preparation of project proposals and applications for development grants
- Prepares project status and work activity reports
- Conducts site inspections of work in progress to ensure adherence to development plans, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Urban Planning, Urban Design, Architecture, Landscape Architecture, Transportation Planning, Environmental Planning, or a directly related field, plus two (2) years of planning work experience or an equivalent combination of education, training, and experience, provided that the minimum degree requirement is met.

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment
- May be exposed to outdoor weather conditions

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

### **PHYSICAL REQUIREMENTS**

- No specific requirements

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

#### **Knowledge**

Moderate knowledge of:

- \*principles and practices of urban planning and design
- \*research methods, analysis, and techniques

Some knowledge of:

- \*GIS, spreadsheets, and statistical software packages
- local, state, and federal laws and regulations impacting urban planning
- data analysis and report preparation and writing
- grant programs, requirements, and writing

Knowledge of applicable City and department policies, procedures, rules, and regulations

#### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

#### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing

- WRITE - Communicate information and ideas in writing so others will understand
  - REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
  - REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
January, 2020