

Code: 1440
Administrative Service
Statistical, Technical and Analytical Group
Planning Series

CLASS TITLE: Coordinating Planner II

CHARACTERISTICS OF THE CLASS: Under direction, the class typically manages a planning section, supervising and directing professional staff in the development and implementation of multiple residential, commercial and industrial planning projects, or functions as a project manager for highly complex development projects in the City's central district; and performs related duties as required.

ESSENTIAL DUTIES: Assigns and supervises the work of department planners and private consultants engaged in the research and planning of development and revitalization projects; presents report findings to City officials and planning commissions; supervises and monitors the collection and analysis of social and economic data and coordinates the preparation of planning reports and strategies; evaluates project proposals submitted by prospective developers for feasibility and compliance with City development goals and presents viable projects for consideration to the planning commission; markets planning and development opportunities to prospective developers and private companies; makes recommendations to department heads, aldermen and developers concerning issues impacting current or proposed projects; assists in securing funding and identifying incentives to encourage capital improvement, economic development, and other major development projects; supervises the review and interpretation of state and federal legislation pertaining to planning programs and prepares position papers for management; develops and maintains working relationships with aldermen, delegate agencies and other City departments relative to collaborative development projects; presents information concerning City planning projects and incentive programs to community organizations, governmental agencies and developers; develops and implements work standards and conducts staff performance evaluations; reviews subordinates work activity reports and prepares management reports on sections' work accomplishments.

RELATED DUTIES: Participate in the preparation of the division's budget; trains and coordinate the training of professional staff.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Master's degree in Urban Planning, Transportation Planning, Environmental Planning or a directly related field supplemented by four years of progressively responsible supervisory experience in the development and management of major planning or research studies.

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CLASS TITLE: Coordinating Planner II (Cont'd)

Knowledge, Abilities and Skill. Comprehensive knowledge of the

principles and practices of urban planning and design. Comprehensive knowledge of procedures for the preparation of comprehensive planning programs. Comprehensive knowledge of departmental urban planning policies and objectives. Considerable knowledge of available financial incentives and funding opportunities for planning projects. Considerable knowledge of supervisory and management theory and practice.

Ability to manage the work of a large group of subordinate professional planning personnel. Ability to develop and establish planning project management objectives and procedures. Ability to establish and maintain effective working relationships with consultants and government representatives.

Comprehensive skill in the application of planning methods and techniques. Considerable skill in designing and administering surveys and studies. Considerable analytical skills. Considerable research skills. Considerable skill in preparing narrative and statistical reports. Considerable project management skills. Good supervisory and management skills. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

June, 2002
City of Chicago
Department of Personnel
(Minimum Qualifications Revised: April, 2008)