

Job Description**COORDINATING PLANNER****319952****Description****JOB ANNOUNCEMENT****Chicago Department of Transportation****Number of Positions: 1**

Under direction, functions as a project manager responsible for coordinating urban development and transportation planning projects of a complex nature OR as a senior level, technical expert engaged in researching and managing specialized transportation technology initiatives, and performs related duties as required

ESSENTIAL DUTIES:

- Participates in determining where automated enforcement cameras are placed using GIS technology and the priority placement model based on Illinois Department of Transportation crash data
- Conducts field work, investigating automated enforcement issues, and making assessments directly related to individual cameras, with the intention of getting cameras operating as quickly as possible
- Plans and manages the full scope of planning studies including the design, data collection and implementation of recommendations
- Establishes and monitors work objectives and time lines of planning projects and oversees private consultants and junior level planners in the conduct of planning studies

- Participates in and oversees the collection and analysis of related planning data
- Summarizes and formats collected data and prepares reports for senior management's review
- Evaluate and research various new mobility technologies
- Support Intelligent Transportation Systems and active traffic management initiatives
- Evaluates project proposals for feasibility and conformity with city development goals and objectives, governmental regulations and funding eligibility
- Coordinates the work efforts of departmental managers, government officials and funding agencies to facilitate the selection and scheduling of capital improvement projects
- Prepares and oversees staff responsible for the preparation of financial reporting documents to track the awarding and expenditure of funds
- Conducts site inspections of work in progress to ensure adherence to development plans
- Generates periodic progress reports of pending and current projects, highlighting issues for management's attention and to publicize project success
- Represents the department at public hearings and meetings to discuss proposed planning and redevelopment projects

***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.*

Location: 30 N. LaSalle RM 500

Days: Monday - Friday

Hours: 8:30 am – 4:30 pm

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

Qualifications

Graduation from an accredited college or university with a Master's degree in Urban Planning, Transportation Planning, Environmental Planning, or a directly related field,

plus five years of work experience in the development and management of major planning or research studies, including two years of supervisory experience related to the responsibilities of the position, or an equivalent combination of education, training and experience provided that the minimum degree requirement is met.

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

Education & Employment Verification: Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

NOTE: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

SELECTION REQUIREMENT:

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

Preference will be given to candidates possessing the following:

- Previous work experience with transportation planning in municipalities
- Previous work experience as a team lead for transportation studies and / or projects

- Proficiency with intelligent transportation systems
- Proficiency with Graphic Design Software and / or GIS software

Application Instructions: Interested applicants should apply at the City of Chicago's application website: www.cityofchicago.org/CAREERS

VETERANS PREFERENCE NOTE: The City of Chicago offers Veterans Preference to both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documented. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering "yes" or "no" to the question on the online application that asks, "Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?" In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 (Member Copy-4) to your online application which includes character of service status **OR** a letter from the United States Veterans Administration on official stationary stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Officer on official stationary verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation.

Please note, all positions with the City of Chicago close promptly at C.S.T. **Applications for this position will be accepted until 11:59pm CST on May 15, 2019. No exceptions will be made.**

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer

Rahm Emanuel, Mayor

Soo Choi, Commissioner

**City of Chicago
Resources**

Department of Human

**Posting Date Apr 17, 2019 | Closing Date (Period for Applying) - External: May 15, 2019
BU: 20 | Salary: \$88,416 - \$94,788 Pay Basis: Yearly**

