

# COUNTY OF COOK



**Bureau of Human Resources**  
118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0175  
Job Title: Planner V  
Salary Grade: 21  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 9500632  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Functions in the capacity of a unit or overall grants-project director/manager, overseeing all aspects of personnel, policies and programs dedicated to specific programmatic goals, grants and overall funds management; directs the deployment of personnel and resources through effective management and by utilizing professional staff. Member of the strategic team in determining capital projects or economic development projects for the County. Assume sole responsibility for a major program such as housing, capital improvement, home program, or other unit, as designated by the Department Director or the Chief of Economic Development. Ensures that unit operations are administratively and financially sound; confers with upper management to resolve legal, technical, fiscal and policy issues of a highly complex nature. Assigns work, delegates responsibilities and evaluates job performance of Planners in the Bureau of Economic Development and support staff.

### **Key Responsibilities and Duties**

Acts in the capacity of a director level manager to participate in and direct the activities of the unit or project. Ensures the timely, efficient and effective delivery of services to the department and client agencies by planning staff.

May serve as a contributing member of the strategic team in determining capital projects or economic development projects for the County.

Responsible for various levels of grant research, grant development, grant application and grant monitoring.

May perform any of the duties set forth and assigned to subordinate staff as the need requires; in so doing demonstrates proficiency and expertise, provides training and guidance, and serves as a role model.

Assists Director in developing short and long-term performance goals and work plans.

Administers all aspects of unit work plans and performance goals. Initiates, manages, and brings to completion all aspects of the unit's operational efforts.

Responsible for the overall fiscal management of the unit program; confers with department's financial specialist, auditors and other concerned parties.

Supervises Planners in carrying out daily operations; evaluates personnel; effectively participates in reviewing candidates for unit assignment.

Directs and assigns planning staff to policy research and related studies pertaining to programs and area of responsibility.

Monitors all activities and work product to ensure compliance with pertinent regulations and laws. Prepare final performance reports to Director.

Communicates with staff on issues of compliance, rule changes and general trends/innovations within field. Calls meetings, presides over discussion, or delegates team and task force assignments as needed.

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

Strong management skills, including scheduling, performance monitoring, and quality control personnel and projects.

Excellent communication skills, oral and written.

Ability to develop and maintain effective work teams. Skills in supervising individuals and team efforts, evaluating performance against measured goals. Ability to resolve personnel issues.

Knowledge of financial accounting, budget analysis and management procedures.

Knowledge of computer software systems to design maps and graphics, spreadsheets and databases for publications, reports, oral presentations, and project monitoring tools.

Skill in resolving complex planning issues such as land-use disputes, improving local implementation of grants and planning projects, etc.

Knowledge of current principles and practices of urban planning relevant to community development, affordable housing, financing, rehab/construction, economic development, land use, transportation, environment, new technology, or other area of responsibility.

Experience in managing strategic and/or comprehensive planning projects for land use, affordable housing, economic development, infrastructure, community revitalization, or other relevant area of responsibility.

Advanced skills in directing the use and application of community-based planning methods including preparing and facilitating community meetings and promoting effective interaction with residents, local officials, and non-profit organizations.

Excellent writing and communication skills.

The ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

This position may require moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience in public administration, business management, urban or capital planning, grants management or economic development experience **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**