



Chicago Metropolitan Agency for Planning

433 West Van Buren Street
Suite 450
Chicago, IL 60607

312-454-0400
cmap.illinois.gov

Job Title: Senior Planner

Grade: 6

Reports to: Planning Principal

Department: Planning

FLSA Status: Exempt

Effective Date: April 2026

Job Summary:

The senior planner applies specialized knowledge and functional expertise to lead multiple project teams, analyzing data, developing policy, providing technical assistance, engaging stakeholders, and delivering strategic plans that advance local and regional goals.

Duties/Responsibilities:

Organizational Stewardship:

- Establishes and maintains positive relations with coworkers, external partners, stakeholders, and communities.
- Builds and maintains positive relations with external partners, stakeholders, and communities. Represents the division at board, committee, working group or task force meetings as assigned and on occasion represents the Agency with external partners and stakeholders.

Communications/People:

- Attends and participates in internal meetings, events, and workshops and regularly contributes to enhance teamwork and collaboration.
- Participates in internal initiatives through surveys, workshops, working groups (task forces, committees etc.) and associated task assignments.
- Develops strategies for and conducts external outreach for effective community and stakeholder engagement including coordination, planning, meeting facilitation, staffing, and preparation of digital and hard-copy materials.
- Presents reports, recommendations, and other findings to staff, appointed and elected officials, boards and committees, agency partners, and stakeholders.

Execution/Project Management:

- Leads multiple independent or team projects using the Agency's project management methodologies and tools to manage project scope and achieve high-quality deliverables on time and on budget.
- Uses Microsoft D365 to track financial aspects of projects including accurately recording project hours worked, budget monitoring for staff hours, consultant procurements, contracts, and invoicing.



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Subject Matter Expertise/Technical Skills:

- Contributes to the development of new programs to implement the ON TO 2050 plan and maintains a thorough knowledge of the plan recommendations and the agency's programs and services and makes connections to the agency's work.
- Independently develops written content, research, data collection and analysis, data mapping, field work, and graphic design for planning, policy, or implementation initiatives.
- Contributes to discussions on new programs, policies, and initiatives to implement the ON TO 2050 plan.
- Participates in agency trainings, workshops, and seminars and seeks out additional opportunities to advance knowledge, skills, and abilities to perform the agency's work.

Required Skills/Abilities:

- Ability to use clear communication to communicate effectively, both verbally and in writing.
- Ability to work collaboratively with internal and external partners, agencies, and communities and maintain effective harmonious relationships.
- Ability to work effectively in a hybrid environment promoting resourcefulness and efficient practices.
- Ability to work independently or in a team environment, as needed
- Knowledge of computer systems and application tools, including Microsoft Office products.
- Ability to use Microsoft D365, GIS, and data visualization tools as needed.
- Ability to efficiently manage work, projects, and multiple responsibilities to meet deadlines and agency expectations.
- Ability to build on factual findings to deliver logical arguments and basic recommendations to stakeholders.
- General knowledge of urban and/or regional planning practice and an understanding of environmental, social, land use, and transportation considerations in planning.
- General knowledge of research, data collection, analysis, and skill at compiling technical information to prepare a technical report.
- General knowledge of project management methodologies and tools and ability to implement them as directed.
- Working knowledge of equitable practices in identifying plans, policies, programs, regulations, and processes which disproportionately impact disadvantaged communities.
- Intermediate skills in utilizing spreadsheets, databases, and geographic information systems (GIS).



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- Creative problem-solving skills to assess difficult or unexpected situations and challenges and calmly and constructively identify solutions.
- Ability to read and understand complex site plans and drawings.

Education and Experience:

- Bachelor's degree in urban planning or related field
- At least 5 years work experience in urban planning with projects including content development, research, data collection and analysis, data mapping, field work, and graphic design.
- Advanced project management experience preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Occasional and periodic travel across the region, including weekend and evening engagements.