

Code: 1454  
Administrative Service  
Statistical, Technical and Analytical Group  
Planning Series

**CLASS TITLE: Director of Project Development**

**CHARACTERISTICS OF THE CLASS:** Under direction, directs and coordinates the planning and administration of planning, engineering or environmental projects for a city department; and performs related duties as required.

**ESSENTIAL DUTIES:** Directs and coordinates the planning, implementation and evaluation of program activities and departmental initiatives relative to planning, engineering or environmental projects; directs and monitors staff and consultants engaged in the planning and development of departmental programs; develops work standards and formulates timelines and budgets for new projects; collaborates with operating departments, sister agencies and other governmental organizations in the planning, administration and promotion of programs; develops and implements communication strategies to market programs; facilitates dialogue with participating agencies to discuss proposed policies and operating procedures; oversees outreach to city residents, business establishments and civic organizations to discuss departmental programs and initiatives; coordinates and facilitates staff training pertaining to new or modified program activities; drafts and reviews the content of proposed ordinances pertinent to departmental programs and monitors the legislative process; oversees and monitors budgets and project status for assigned programs; compiles and reviews the preparation of administrative, budgetary and technical reports.

**RELATED DUTIES:** Establishes and maintains relationships with governmental agencies and businesses to further project objectives.

**Minimum Qualifications:**

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Urban Planning, Civil or Environmental Engineering, Business Administration, or a directly related field supplemented by five years of progressively responsible experience in the planning and administration of municipal projects, including three years of supervisory experience, or an equivalent combination of training and experience, provided the minimum degree requirement is met.

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CLASS TITLE: **Director of Project Development (Cont'd)**

Knowledge, Abilities and Skill. Considerable knowledge of project management theories and practices. Considerable knowledge of city ordinances and policies relative to the application and administration of departmental programs.

Ability to plan, coordinate and monitor departmental projects. Ability to manage and evaluate the work of staff and consultants. Ability to develop work standards, timelines and budgets of assigned projects.

Considerable skill in the application of project management methods. Considerable skill in planning, implementing and monitoring departmental projects. Excellent oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

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.

October, 2007  
City of Chicago  
Department of Human Resources