



Chicago Metropolitan Agency for Planning

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Suite 800
Chicago, Illinois 60606

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www.cmap.illinois.gov

Policy Analyst (PAE030) October 24, 2011

Company/Agency: **Chicago Metropolitan Agency for Planning**

Job Category: **Assistant or Associate Level**

Experience Required: **Two or more years experience**

Salary Range: **Commensurate with level hired**

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to hire a Policy Analyst. CMAP is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now leads the implementation of GO TO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Position Description

The GO TO 2040 regional comprehensive plan stresses the importance of planning for sustained economic prosperity and recommends bolstering the region's strategic economic advantages by supporting innovation and nurturing the region's industry clusters. The plan states that these clusters should be supported to better enable them to compete nationally and internationally. Using a cluster-based approach to innovation and economic development will help build our regional specializations and support long term job growth.

The policy analyst position will be responsible for furthering the agency's role in implementing GO TO 2040's recommendations related to innovation and industry clusters by collecting and analyzing data, managing research, producing reports and issue briefs, monitoring and providing agency direction on federal, state and local public policy, and communicating and coordinating with the agency's partners on issues that affect the regional economy and business attraction and retention. Across all these projects and tasks, the policy analyst will be expected to emphasize the recommendations of GO TO 2040 and work collaboratively with other entities to set regional priorities.

Essential Functions:

- Collect and analyze data on the regional economy with a focus on industry clusters and innovation metrics.
- Manage or support agency projects which analyze and report on the attributes of northeast Illinois' industry clusters (including freight and logistics, manufacturing, biomed, biotech) and identify challenges and opportunities with labor supply, workforce development, public policy, infrastructure, and technology.
- Based on the direction of GO TO 2040, assist with the agency's legislative strategy and monitor federal and state policy relative to innovation and regional economic development.
- Work collaboratively with others to collect and track regional economic indicators.
- Write reports and issue briefs which explain data trends and the potential impacts of changes in public policy.

Knowledge, Skills and Abilities:

- Strong project management skills and a demonstrated ability to conduct data analysis, including experience managing complex data sets in spreadsheets, databases, geographic information systems (GIS), and the ability to generate findings from these data and present results.
- Strong communication and interpersonal skills and an ability to complement existing projects via independent or team-based work.
- Excellent writing skills and the ability to communicate complex topics effectively before an audience.
- A demonstrated knowledge of economic issues and the role metropolitan regions play in overall economic growth and sustainability.

Education and/or Experience:

- A Master's degree in Public Policy, Planning, Economics, Public Administration or a related field is required.
- Prior work experience in a related field is required.
- Ability to work effectively in an environment using Microsoft Windows and Microsoft Office products, with adaptability to other software.
- Demonstrated skills with microcomputer databases, spreadsheets, and Arc/GIS geographic information systems.

Contact Information

Send your resume, cover letter with contact information and Job Code (PAE030)

Email:

hresources@cmap.illinois.gov

Mail:

Human Resources

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Chicago, IL 60606

Emailed resumes will receive an auto receipt. We do not send receipts for mailed resumes. Position open until filled. The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.