



Position: Planner

Department: Planning

Positions Supervised: None

Reports To: Vice President, Planning

FLSA Status: Exempt

Approved/Revised Date: February 6, 2014

Summary

Responsible for preparing, filing and representing applications to local and regional government or agencies related to land development projects.

Essential Duties and Responsibilities

1. Advise land development clients concerning land development entitlement process.
2. Advise internal project teams on matters related to land use, zoning and concurrency.
3. Meet with government or agency reviewers with respect to interpretation or application of land development regulations.
4. Negotiate with agency or government staff to secure approval of applications.
5. Complete due diligence analysis of subject properties on behalf of owners or prospective buyers.
6. Prepare and file applications for land use amendments, rezoning, or concurrency.
7. Prepare land use component of transit or traffic studies.
8. Provide guidance during the site planning process concerning regulatory requirements.
9. Make presentations at public meetings, hearings or workshops.

Position Requirements

- Bachelor's Degree in Planning or related field; Master's preferred.
- Minimum one (1) year experience with local government regulatory requirements and processes. Experience may be public, private or a combination of both.
- Receive AICP certification within three (3) years of employment.

Knowledge/Skills/Abilities

- Understanding of land development entitlement process.
- Able to manage projects.
- Working knowledge of Microsoft Word, Excel and Power Point; knowledge of GIS or Microsoft Project a plus.
- Excellent oral and written communication skills.
- Able to work and interact with local review agency staff.
- Able to work effectively on a multi-disciplined project team.
- Able to work on multiple projects concurrently.
- Able to read/analyze/interpret complex information.



- Able to make presentations at public forums using Power Point and other exhibits.
- Able to attend to details with accuracy and be careful and thorough in completing tasks.
- Able to be reliable, responsible, dependable, and follow through on fulfilling obligations with minimal supervision.
- Able to interact pleasantly with others and display a cooperative attitude.
- Ability and willingness to accept responsibilities and challenges.
- Able to analyze information and use logic to address work-related issues and problems.
- Able to maintain composure, keep emotions in check, control anger and avoid aggressive behavior, even in very difficult situations.

EOE/DFWP

This job description is representative of typical responsibilities and is not intended to be a complete list of all duties or skills required for the job. It is subject to review and change at any time, with or without notice, in accordance with company needs.