



## **PLANNING DIRECTOR JOB POSTING**

Y2 Consultants (Y2), a Wyoming-based firm with offices in Jackson and Cheyenne, is looking to hire a Planning Director to help oversee and expand its planning department. The Planning Director's role will require an advanced professional planning background and experience leading and managing large, complex entitlement projects. The best candidate will also be a visionary, who can help Y2 pursue diverse projects and develop departmental goals and a staffing plan. In addition, the Planning Director will work closely with Y2's Planners to help expand Y2's planning work throughout Wyoming; to pursue public sector RFPs/RFQs; and to diversify Y2's portfolio as the company expands across the state.

Y2 has a multi-disciplinary team of civil and structural engineers, surveyors, range scientists, landscape architects, and planners. In 2020, Y2 acquired Cheyenne-based Western Research & Development, which expanded the company's expertise to include traffic engineering and planning. In Jackson, Y2's work encompasses affordable housing development, design and permitting of the Town's first dog parks, development of iconic area resorts, and other private sector work. In Cheyenne, Y2's staff develop corridor master plans and have worked with the Cheyenne and Casper MPOs on various projects. In Wyoming, Nevada, and Colorado, Y2's range scientists write and implement natural resource management plans and often work closely with ranchers and federal agencies on grazing, wildlife, and natural resource studies.

The Planning Director will be joining Y2 at a crucial time in the company's expansion across the state. The ideal candidate will be ambitious, organized, task-oriented, and a skilled project manager. The Planning Director should be prepared to make contacts with cities and with Wyoming's only two MPOs, in Casper and Cheyenne. While helping the company expand and diversify its planning work, the Planning Director will also be responsible for helping oversee Y2's extensive entitlement projects, and working closely with the Planners to prepare various applications for projects.

### **LOCATION**

This position can be based at either Y2 office – Cheyenne or Jackson. The Planning Director will be expected to visit the other office periodically and will be housed in company apartments during visits. Subsidized housing may be available in Jackson for this position.

### **REQUIREMENTS**

- Master's degree in Planning and 4+ years of planning experience, or a Bachelor's in planning and 6+ years of experience.
- At least two years of experience as a supervisor and program manager
- AICP Certified (preferred)

**Preferred candidates will:**

- have experience working as a planner in Wyoming or on Wyoming-based projects.
- have experience working in western states.

**MAJOR TASKS, DUTIES AND RESPONSIBILITIES**

- 1) Works with Y2's Planners to manage, direct and facilitate development permitting and consulting projects.
  - a) Works with project teams to perform a variety of project management, planning and design related tasks as required including but not limited to project research, work production, report writing, and application submittal preparation and follow-up.
  - b) Confers with the client, obtaining timely decisions and approvals to ensure the project flows smoothly and alerts the necessary personnel of any changes to proposed alterations in the established budget or contract.
  - d) Develops client and professional networks through professional associations, committees, and business associations, and promotes the professional standing of the firm through those networks.
  - f) Works with the Planners to prepare and review proposals and estimates for proposed projects.
  - g) Actively manages and communicates project budgets.
  - h) Researches and continually increases knowledge of local land development regulations, trends and procedures.
  - j) Completes document drafting and application submittal needs for projects using MS Word and other MS Office applications that may apply.
  - k) Understands and follows the company's standards for report preparation, formats, and style guides.
  - m) Responsible for maintaining detailed documentation of project organization, content, and compilation/analysis history.
- 2) Works with Y2's Planners and Marketing Coordinator to pursue RFPs/RFQs for planning projects.
  - a) Helps write and prepare proposals.
  - b) Develops relationships with potential partnering firms.
- 3) Works with Y2's Planners to develop department goals, strategic plan, performance measures and staffing plans.

**Competencies:** Experience with land planning principles and elements of neighborhood, street, and landscape design. Experience with administration and functioning of Land Development Regulations and Codes. Demonstrates excellent written and verbal ability to communicate complex information. Experience with MS Office Suite, Adobe Photoshop/Illustrator, Sketchup, Revit or other graphics environments for preparing and presenting graphic information. Excellent organizational and interpersonal skills.

**BENEFITS**

This position is a full-time, benefited position. Benefits include *vision, dental, and medical insurance; a 401(k) plan; paid time off; short- and long-term disability insurance.*

**TO APPLY:** Email a cover letter and resume to [jobs@y2consultants.com](mailto:jobs@y2consultants.com) with "Planning Director" as the subject line.