

## Planner I

### **JOB SUMMARY**

This entry-level position provides project support and planning services to clients and project teams for all Departments. Planner I is responsible for a variety of preliminary permitting, development, and consulting duties. This position focuses primarily on precursory project research and permit requirements. Planner I also provides support to Planner II and Senior Planner positions, among others, on complex and long-range projects.

### **REQUIREMENTS**

Bachelor's degree in Planning or related field and 0-3 years of planning experience.

### **MAJOR TASKS, DUTIES AND RESPONSIBILITIES**

- a) Assists with preparation of permit and use applications for a variety of projects.
- b) 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 product production, report writing, and application submittal preparation and follow-up.
- c) 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) Represents the company and its clients at various public meetings.
- e) Participates in field visits to development sites, and meetings with government agencies and customer.
- f) Develops client and professional networks through professional associations, committees, and business associations, and promotes the professional standing of the firm through those networks.
- g) Works with project teams and departments to coordinate and request drafting and GIS mapping support for projects including graphic exhibit preparation and supporting data development.
- h) Researches and continually increases knowledge of local land development regulations, trends, updates, and procedures.
- i) Completes document drafting and application submittal needs for projects using MS Word and other MS Office applications that may apply.

- j) Understands and follows the company's standards for report preparation, formats, and style guides.
- k) Performs research of recorded legal documents including survey maps, recorded deeds and easements.
- l) Responsible for maintaining detailed documentation of project organization, content, and compilation/analysis history.
- m) Assists in ensuring compliance with Y2 quality and delivery protocols for relevant projects.
- n) Performs all other assigned related duties.
- o) Supports Senior Planner and Planner II with complex and long-range projects as needed.
- p) Schedules neighborhood meetings. Prepares public noticing for neighborhood meetings.

**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. Personal computer hardware and software experience (MS Office Suite, Adobe Acrobat). Professional experience with Adobe Photoshop/Illustrator, AutoCAD, Sketchup, Revit or other graphics environments for preparing and presenting graphic information desired. Excellent organizational and interpersonal skills.

**BENEFITS**

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

**TO APPLY**

Email cover letter, resume, and references (3 or more) to [jobs@y2consultants.com](mailto:jobs@y2consultants.com) with the job title in the subject line.