



## Senior Planner

### JOB SUMMARY

The Senior Planner position requires advanced professional planning experience of high complexity and variety. Experience leading and managing large, complex planning assignments necessary.

### REQUIREMENTS

Master's degree in Planning and 4+ years of planning experience, or a Bachelor's in planning and 6+ years of experience.

### MAJOR TASKS, DUTIES AND RESPONSIBILITIES

- 1) Actively manages, directs and facilitates 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 product 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.
  - c) Represents the company and its clients at various public meetings.
  - d) Develops client and professional networks through professional associations, committees, and business associations, and promotes the professional standing of the firm through those networks.
  - e) 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.
  - f) Works with Planning Department lead 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.
  - i) Works closely with Planning Department lead and Director of Landscape Architecture and project teams to balance/manage project management, drafting/GIS/graphics support needs, productivity, priorities, and timelines.
  - 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.
  - l) May perform research of recorded legal documents including survey maps, recorded deeds and easements.
  - m) Responsible for maintaining detailed documentation of project organization, content, and compilation/analysis history.
  - n) Assists in ensuring compliance with Y2 quality and delivery protocols for relevant projects.
  - o) Performs all other assigned related duties.

**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, 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; a 401(k) plan; paid time off; short- and long-term disability insurance.*

**TO APPLY:** Email a letter of interest/cover letter, a resume, and three or more references to [jobs@y2consultants.com](mailto:jobs@y2consultants.com) with "Senior Planner" as the subject line.