



PEC+ Job Description

Job Title: Land Planner 1	Exempt/Nonexempt: Exempt
Reports to: Director of Land Planning → VP of Land Planning	Department: Land Planning
Date: 4/10/2019	Prepared by: Human Resources

Position Overview

This position will assist clients in preparing their developments within a given set of parameters by identifying existing conditions, set realistic and achievable goals and produce a high-quality planned development in all land planning projects. This position requires the ability to understand local municipal ordinance and have a willingness to learn how to converse with clients, local authorities, civic leaders and land planning and development specialists to devise and recommend strategies for a broad range of land use projects. This position requires basic knowledge and understanding while being entry-level proficient at all job responsibilities.

Qualifications & Skills:

- BS degree or related certification
- PLP Certification preferred
- 0-1 year experience in master land planning on a variety of scales including residential, commercial, municipal, parks and mixed-use projects
- Proficient in AutoCAD, Adobe Creative Suite, SketchUp, GIS, Land F/X and Microsoft Office
- Knowledge of Municode and other forms of ordinance cataloguing
- Effectively communicate and convey complex information in a clear, concise and professional manner
- Able to remain calm and use good judgement in high-pressure situations
- Possess good graphic design
- Competent to make decisions independently in accordance with established policy and procedure
- Maintain collaborative, resourceful, self-motivated and professional attitude

Principal Skills and Responsibilities (Essential Functions):

- Represents company well when interacting with client
- Basic understanding of suitability studies
- Basic understanding of developing timeframes and approaches for reaching project goals within the limits of economic and policy parameters
- Basic knowledge of how to use visual aids and make public presentations in a competent and professional manner



- Basic understanding of how to research, compile and analyze technical data
- Basic knowledge of how to interpret federal, state and local land use laws and processes, as well as comprehensive plans, development codes and ordinances
- Basic understanding of how to gather, evaluate and communicate a variety of statistical data and geographic information on topics such as socioeconomics, demographics, tax base, land use, public safety, existing land conditions, environmental conditions and related topics
- Basic ability to assist in providing information to create comprehensive land planning proposals and initiatives
- Compliance with variance and zoning ordinance
- Entry-level proficiency at coordinating with reviewing agencies for plan approvals
- Entry-level proficiency at assisting with preparing client project status reports
- Entry-level proficiency at assisting with drafting and finalizing various communication reports
- Establish, monitor, maintain, upgrade and insure compliance of plans and activities with all applicable federal, state and local law, codes and regulations
- Entry-level proficiency at assisting with completing project tasks, conceptual land plans, zoning submittal packages and development design booklets
- Entry-level proficiency at assisting with ensuring project deliverables are produced and delivered on schedule
- Follow direction and provide support on implementation of best practices, emerging trends and opportunities for innovation in land use planning systems, implications of emerging development, socioeconomic, technological, geopolitical, environmental and preference shifts of land use, as well as public policy implications
- Foster and maintain a superior customer service attitude
- Coordinate and collaborate with project managers, planners, engineers, public agencies, consultants, contractors, Planning Commission members, committee members, County Commissioners and the public

Supervision Received:

- Director of Land Planning
- Vice President of Land Planning

Supervision Exercised:

- None for this position

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