**Planner**

**Summary:**

Planner(s) are directly responsible for research, design and implementation of public projects and transportation systems. Planner(s) may also assist Architecture, Engineering and Survey professionals with private clients whose projects may have a more significant public impact. Planners work with the continuously expanding team of professionals licensed to provide services in several states employed by Wightman & Associates, Inc.

**Essential Functions:**

* Performs advanced professional work related to a variety of planning assignments
* Manages complex planning studies, development applications and reviews proposals
* Reviews and processes complex comprehensive plan amendments, re-zonings, annexations, site plans and plats
* Develops project budgets, administers bidding process, verifies contract expenditures and compliance
* Conducts research and prepares statistical reports on planning issues
* Provides professional planning assistance to clients on various land use projects
* Develops transportation plans, studies and analyses
* Works in regional program areas relating to natural/water resources planning, community development, hazard mitigation and natural resource management
* Performs field inspections to gather data relevant to the development review process and/or to verify that development projects comply with approved plans
* Presents reports and other findings to staff, Planning & Zoning boards, and serves as a liaison to such professionals

**Required Skills & Behaviors**

* Advanced knowledge of the principals, practices and techniques of planning
* Excellent communication, organization and writing skills
* Creative problem-solving skills
* Ability to balance a broad scope of activities and professionals
* Broad computer knowledge in particular Microsoft Office products
* Experience implementing both place-based and use-based zoning.  This should include Form-based codes, overlay districts, conventional Euclidean, etc.

**Organizational Relationships**

* Matrix reporting to Director of Engineering and the Director of Architecture

**Required Education/Experience:**

* Bachelor’s degree in planning or a related field
* 5+ years of experience with financial modeling, municipal experience, and zoning ordinances

**Preferred Education/Experience:**

* Master’s Degree
* AICP Certification
* CNU- A Accreditation, body of work represents the tenants expressed by the Congress of New Urbanism (CNU).  A sophisticated understanding of pedestrian based design and planning.
* Previous experience incorporating high quality graphic presentations into planning processes and documents.
* Prior experience with or knowledge of Geographic Information Systems (GIS).

**Travel:**  Local/Regional travel as required.