



Urban Planning Management

REQUEST FOR PLANNER II-URBAN PLANNING POSITION

Job Description

APD Urban Planning and Management LLC. is seeking to fill a full time urban planning position, Planner II. We are interested in a highly motivated, detail-oriented professional with a background in landscape architecture, urban design and city and regional planning. APD-U is a planning firm focused on urban neighborhood revitalization. Our firm consists of experienced professionals in multiple disciplines, including neighborhood and urban planning, community redevelopment, construction management, and real estate development. We are seeking a highly motivated, detail oriented senior level planner to be employed in our Atlanta office, aiding in a variety of revitalization projects.

Job tasks include but are not limited to:

- Preparing hand rendered and AutoCad rendered site plans and streetscapes elevations.
- Developing site plans for new infill development areas in urban communities.
- Reviewing rezoning, special use permits, variances and other proposals.
- Tracking and reporting on project deadlines and processing timeline constraints.
- Attending project management meetings and prepare detailed reports.
- Conducting field work of existing conditions and recommend the demolition and restoration of structures.
- Exploring smart growth and sustainable practices to apply in specific project areas
- Assisting project managers in the collection and preparation of data for the implementation of neighborhood plans.
- Researching grants and financing opportunities for their implementation on the revitalization plan.
- Producing GIS maps and spatial analysis, include compiling, analyzing, and managing socioeconomic and geospatial data
- Maintaining database and maps to track plan implementation status on a weekly basis.
- Assisting project managers in the collection and preparation of data for the development and implementation of neighborhood plans.
- Aiding in the preparation of reports using Adobe Creative Suite or other presentation software, memos, PowerPoint presentations, Excel models and presentation graphics.
- Supporting project managers in meeting project deliverables.

Qualifications

- Proficiency in ESRI ArcGIS (preferably ArcGIS Online apps); working knowledge of AutoCAD, Adobe Creative Suite, and MS Office.
- Experience preparing and assembling presentation graphics, graphic models and renderings, and report/plan documents
- Demonstrated ability to apply analytical methods and sound judgment in problem solving
- Interest in urban community redevelopment planning
- Excellent oral presentation and written communications skills
- Strong organizational skills
- Detail oriented and commitment to accuracy
- Ability to work both as an individual contributor and in a team environment
- Ability to work with minimal supervision



Minimum Experience & Training

A minimum of three (3) years of professional experience in the planning field, preferably in urban, neighborhood or community planning; master's degree in planning or a related field strongly preferred. Project management experience strongly preferred. Will accept candidates with a bachelor's degree in planning or a related field and five years of professional experience.

Salary

Negotiable

Please submit the following documents no later than April 15, 2021 via email to info@apdurban.com:

- Cover Letter
- Resume
- Three (3) references with complete contact information (name, firm, position, phone AND email)
- Example of site plan(s) prepared within past 12 months
- GIS map samples that illustrate the candidate's software proficiency
- Written samples of report or technical work (primarily written by applicant, if a team project is submitted clearly indicate if work was done as part of a team, and your specific contribution to the work).

Incomplete submittals will not be considered or reviewed. No phone calls please.