



**POSITION DESCRIPTION:
SENIOR ASSOCIATE PLANNER**

POSITION PURPOSE

Senior Associate Planners work alongside team members and clients to create a broad vision for communities. A Senior Associate Planner must think analytically about the best way to use and develop urban resources, maintain the health of communities, and work to protect the environment from serious hazards. This position is characterized by increasingly specialized knowledge of the planning field and a more elevated level of required duties and responsibilities compared with the Associate Planner. The Senior Associate Planner is expected to possess in-depth knowledge several planning specialties such as land use, policy planning, or environmental planning. This position is a professional position with responsibility for compiling and interpreting complex data, then utilizing the information to prepare technical documents. A Senior Associate Planner is a team member who works with direction from his/her supervisor, and expresses a higher level of independence than an Associate Planner by performing more complex tasks with less direct oversight.

WHAT YOU'LL DO

ESSENTIAL TASKS AND RESPONSIBILITIES

- Gather, compile, and analyze data on economic, social, and physical factors affecting land use
- Maintain communication with client and/or other project managers from project conception through completion
- Manage, oversee, and/or train other professional staff
- Formulate and conduct technical planning studies
- Prepare and/or coordinate preparation of winning proposals and lead proposal presentations
- Develop recommendations affecting environmental issues associated with land use
- Generate creative solutions to issues that may conflict with the client's initial project plans
- Research local ordinances, regional and state regulations, transportation studies, and planning issues
- Develop recommendations affecting land use, public utilities, community facilities, housing, and transportation to control and guide development
- Prepare technical studies and documents, with emphasis on NEPA and CEQA documents
- Prepare for, conduct and oversee research, field work, and documentation in support of NEPA and CEQA document preparation, and technical planning studies
- Read, interpret, compose, and review Categorical Exclusions, EAs, EIRs, and other technical documents
- Prepare, coordinate, and facilitate public involvement and consensus-building meetings and workshops
- Visit field sites to gather facts and data, and conduct investigations
- Prepare of technical memoranda, meeting minutes, transmittals, presentations, and other written materials
- Other duties as assigned or as needed in order to successfully complete project deliverables or meet internal goals

WHO WE NEED

ESSENTIAL SKILLS AND ABILITIES



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- Ability to develop plans for utilization of land and physical facilities of cities, counties, and metropolitan areas, applying planning principles and practices
- Strong technical writing, analytic, and problem-solving skills
- Ability to find creative solutions to complex environmental and planning issues, which may include political and socioeconomic issues, while meeting the needs of the client
- Ability to organize, collect, and analyze data, generate and evaluate alternatives, reach logical conclusions, and formulate consistent recommendations as necessary
- Ability to develop and strengthen project management skills
- Ability to learn to compose project reports and other technical documents
- Quantitative analysis skills
- Ability to work in a team environment
- Critical thinking skills
- Ability to sit and stand for long periods
- Strong ability to communicate well (in writing and verbally) with other staff, clients, and agencies to accomplish team goals
- Visual acuity and manual dexterity
- Ability to perform repetitive wrist and hand motions required
- Ability to travel to field sites and walk long distances may be required on occasion

PREFERRED SKILLS AND ABILITIES

- Drive to be helpful to internal team members, including mentoring junior staff
- Strong critical thinking skills that allow for collaborative innovation in problem solving and project planning
- Demonstrated ability to motivate others and drive results
- Ability to be resourceful
- Proven ability to successfully work against a deadline and within constrained budgets
- Ability to teach junior staff both agency and firm standards
- Ability to provide constructive feedback in a positive and productive manner
- Ability to communicate complex technical ideas and concepts to non-technical people

EDUCATION

- Bachelor's or Master's degree in land use, urban, regional, or city planning, environmental planning, community planning, landscape architecture, geography, or related field. AICP strongly preferred

EXPERIENCE

- Minimum of four (4) years of experience in planning, transportation, and/or socioeconomics (or MA/MS plus two (2) years' experience)

ORGANIZATIONAL RELATIONSHIPS

The Senior Associate Planner collaborates with all members within the planning discipline. Senior Associate Planners report to a Group Leader/Branch Manager. The Senior Associate Planner is encouraged to create a mentor/protégé relationship with one or more senior members of the



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planning team and may be asked to act as a Teaming Advisor for junior staff. Senior Associate Planners are expected work seamlessly with planning team members, as well as team members from other disciplines throughout the entire firm in order promote our “One Company” philosophy.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE	
PRINT:	DATE:
SIGNATURE:	SUPERVISOR/HR: