

Senior Planner – Residential and Commercial Land Use

JSD Professional Services, Inc

Verona, WI

Experience Level:

Minimum 5 years Experience

AICP Certification: Preferred

Salary: Dependent on Experience

Description

JSD Professional Services, Inc. is seeking a highly motivated individual to lead and as needed perform work tied to a broad spectrum of land use & development projects, including plats, concept plans, lot layouts, neighborhood / regional plans, master planning and zoning.

Responsibilities

- Preparation of proposals on projects with subsequent Project Management Responsibilities
- Project Management for land use and land development projects, planning studies and neighborhood / regional planning
- Budgeting, Scheduling, Directing staff, Prioritizing multiple projects and deadlines and communicating with the Executive Leadership Group, Team Leaders and Clients
- Quality Control of all work products prepared under his/her direction
- Report writing and report production as well as oversight of same for his/her staff
- Takes an active role in new business development and marketing efforts to attract new clientele
- Develop and maintain an effective working knowledge of state, county, and municipal land development procedures and regulations
- Establish and maintain good working relationships with clients and governmental boards and agencies
- Have a general knowledge of the architectural and land development design processes
- Have the ability to generally formulate and evaluate land development and construction budgets and pro-formas
- Have experience with managing and engaging in public participation programs
- Have a working knowledge and experience with the preparation, adoption, implementation and interpretation of municipal plans

- Effective written communication skills for grant applications, zoning applications, research reports, due diligence investigations, and general and email communications with clients and governmental agencies.
- Effective verbal presentation skills in small groups, large groups and venues, and video conferencing.
- Capability to prepare, or direct the preparation of, graphic information in a variety of media and formats including: printed maps and illustrations, display illustrations, and PowerPoint presentations.
- Familiarity with: ArcView, ArcGIS, AutoCAD, SketchUp, Microsoft Word, Microsoft Excel, Microsoft PowerPoint.
- Familiarity with design concepts and capability to read and understand Civil Engineering design concepts for water, sewer, street, and stormwater management infrastructure; Landscape Architectural design concepts; Survey plats and existing conditions and topographic survey maps.

Requirements

- •Minimum of 5 (five) years of related professional experience in Land Planning
- •Preference for American Institute of Certified Planners (AICP) or eligibility to apply for AICP certification
- •LEED Accredited Professional (LEED AP)

Education

- Bachelor's degree in Civil Engineering, Transportation Engineering or Urban Planning.
- Master's degree is preferred.

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