



# Community Assistance Planner

Green Bay or Cedarburg, WI



## COMPANY PROFILE

Cedar Corporation is a professional service firm with disciplines in engineering, architecture, environmental, planning, landscape architecture, and land surveying.

Founded in 1975, the company has grown to its present staff of 100.

Our staff is dedicated to the principles on which the firm was developed: professionalism, state-of-the-art technology, and service to clients. We have continued to grow because of our commitment to providing comprehensive services and maintaining good communication with our clients.

## JOB OPPORTUNITY

Cedar Corporation is a growing company, that offers a professional, yet flexible work environment. We are seeking a full-time, highly motivated, self-starter to join our team as a Community Assistance Planner in our Green Bay or Cedarburg office.

## CONTACT

HR Manager at [careers@cedarcorp.com](mailto:careers@cedarcorp.com)

[www.cedarcorp.com](http://www.cedarcorp.com)



## RESPONSIBILITIES

- Work closely with senior staff planners to provide answers, develop solutions, and present recommendations on a variety of planning and zoning issues for municipalities.
- Develop plans, administer zoning and other ordinances, oversee special projects, and complete staff reviews for municipalities.
- Conduct technical reviews, site inspections, and respond to client and citizen requests regarding zoning and other municipal ordinances.
- Provide professional report writing and presentation services.
- Provide knowledge of local, state, and federal codes.
- Assist with grant research and writing.
- Attend and participate in public meetings as necessary.

## QUALIFICATIONS

- Bachelor's degree in Urban Design, Land Use Planning, Economic Development, Public Administration or a related field.
- 1-5 years of experience in plan or code writing
- Knowledge of zoning administration.
- Knowledge of GIS applications.
- Experience with demographic analysis.
- Experience with public meeting presentation.

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