



## PLANNER I or II

\$50,000-65,000 DOQ

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Multiple; Remote Virginia-Based **and** Remote Colorado-, North Carolina-, or Texas-Based

### JOB DESCRIPTION

The Berkley Group seeks qualified, self-motivated candidates to support the firm's community development and planning services. Employees in these positions participate in professional planning activities, providing support and performing tasks on a wide variety of planning projects. Project based work is generally under the oversight of a Senior Planner or Principal Planner. This position reports directly to the Deputy Director of Planning or Community Development.

### PRIMARY FUNCTIONS

The following is a complete list of primary functions of the multiple positions to be filled. Employees may be assigned a variety of tasks, and candidates may have interest and aptitude for particular tasks. Candidates may be selected based on interest and ability to fulfill specific primary functions.

- Participates in planning projects, research, and analysis;
- Prepares and updates comprehensive plans, including amendments;
- Drafts reports and updates to zoning ordinances and zoning maps;
- Develops maps, graphics, and other high-quality deliverables;
- Develops planning studies and reports in support of new and updated plans, programs, and regulations;
- Conducts research on complex planning and zoning issues, including gathering, assimilating, interpreting, and analyzing data;
- Prepares and presents detailed reports on development proposals to government bodies;
- Assists in facilitating work sessions and events to gather input from the public;
- Collects and analyzes a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates;
- Acts as liaison between community groups, government agencies, developers and elected officials as part of development plan reviews, zoning amendments, and plan amendments;
- Assists in the evaluation of rezonings, ordinance amendments, site plans, special use permits, variances and other proposals;
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations;
- Provides information to the public regarding development regulations;
- Assists in resolving citizen and customer issues;
- Oversees the work of subconsultants and interns;
- Conducts field evaluations and assessments;
- Maintains project records and files;
- Regular work hours are required with attendance at meetings outside of regular working hours as dictated by project schedules;
- Travel for training, client projects, and other work-related tasks required; and
- Performs other tasks as necessary.

## **KNOWLEDGE**

- Planning and zoning principles and practices; relevant specialization such as land use/zoning, transportation planning, environmental planning, urban design, housing, historic preservation or economic development is desired;
- Principles and practices of research and data collection; and
- Effective writing techniques.

## **SKILLS**

- Effective written and oral communication and interpersonal skills to explain rules and procedures clearly to the public and public officials;
- Creative problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns;
- Ability to create graphic designs and representations to support land use regulations and policies, is desired;
- Computer programs and applications, including Microsoft Office, Adobe Products, Internet applications, and database management; and
- Proficient use of a GIS system to produce high quality maps and perform complex data analysis is desired.

## **ABILITIES**

- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions;
- Help facilitate in-person and virtual public participation activities;
- Follow standard operating procedures and company policies;
- Work on several projects or issues simultaneously;
- Effectively engage and work on teams in person and remotely with supervision; and
- Attention to details while keeping big-picture goals in mind.

## **EDUCATION & EXPERIENCE**

Bachelor's degree in urban planning, public policy, political science, or related area of study and at least one to three years of relevant planning work experience; demonstrated aptitude (i.e., mastery of specific planning topics, ability to complete tasks with minimal direction, or management of specific tasks or projects) may satisfy required length of experience. An advanced degree in urban planning or a related field of study is desirable and may satisfy required length of experience.

## **CERTIFICATIONS/LICENSES**

Valid driver's license is required. American Institute of Certified Planners (AICP) and Certified Zoning Official (CZO) or Administrator (CZA) credentials desired.

## **IN-PERSON MEETING EXPECTATIONS**

Staff generally work remotely from home but must be available for occasional travel to attend in-person meetings, principally within their home state or geographic region (for instance, Virginia-based employees will be expected to attend occasional meetings in Virginia, as well as North Carolina, but also other localities as needs may dictate.

## **POSITION HIGHLIGHTS & BENEFITS**

- Majority of Work is Remote
- Flexible Work Hours
- Team Environment
- Training / Certification Opportunities
- Supports Public Agencies and Local Governments

The Berkley Group offers health and dental insurance, 401(k) plan, Flex Spending Account, PTO, and paid holidays.

## **HOW TO APPLY**

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Submit a cover letter, resume, portfolio (writing, map, graphic sample), salary history and three professional references to Michael Zehner at [michael.zehner@bgllc.net](mailto:michael.zehner@bgllc.net).