

**PLANNER 1
JOB DESCRIPTION**

TITLE: Planner 1

REPORTS TO: Planning Manager

• **QUALIFICATIONS:**

- College education or equivalent experience, preferably in land use planning, landscape architecture, agriculture business, communications, or related study.
- Written and oral communication skills to clearly convey and simplify complex ideas in a professional manner.
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Ability to write clear, concise project narratives, memos, reports, letters, and correspondence.
- Ability to visually represent project concepts through plans, maps, and other graphics.
- Skills in creating promotional designs, renderings, and illustrative site plans are highly desirable.
- Ability to work on several projects or tasks simultaneously.
- Ability to work independently or in a team environment as needed.
- Detail-oriented with the ability to keep big-picture goals in mind.
- Basic knowledge of land use practices, civil engineering practices, land survey practices, site design standards, building permitting, well permits, CAFO permits, soils science, and geography.
- Working knowledge of computer software programs, including Microsoft Word, Excel, and PowerPoint, and Adobe Acrobat Reader, and the ability to navigate online government GIS maps and permit portals.
- Working knowledge in AutoCAD, GIS, Adobe Creative Suite, Bluebeam Revu, and online project management tools is highly desirable.
- Basic knowledge of project management procedures and team organization.

SALARY RANGE: \$20.00 - \$22.00 per hour DOE

SUMMARY

Planner 1 will perform a variety of land use planning work regarding agricultural, commercial, industrial, and residential entitlement projects, including preparing land use applications, preparing supporting documents for project leads, scheduling, project tracking, and problem solving. This position is best suited for a professional who is self-motivated, proactive, organized, articulate, and works well under pressure.

The candidate will have demonstrated ability to communicate complex issues into practical solutions. The candidate will be capable of handling multiple projects within a fast-paced environment and be able to develop and maintain positive working relationships with all contacts both inside and outside the company. The ideal candidate will have common sense, remain calm under pressure, be a team player, be customer focused, and have the ability to inspire confidence.

RESPONSIBILITIES

The Planner 1 is responsible for the following tasks, including, but not limited to:

- Work under the direction of Planning Manager and/or project lead, as applicable.
- Prepare land use applications and supporting documentation with the support of supervisor.
- Compose, type, edit, and proofread a variety of documents, including narratives, memos, reports, letters, and correspondence as directed.
- Locate applicable municipal codes / review criteria.
- Perform property research and download required documents using online government GIS maps, databases, and permit portals.
- Create/download property maps using property GIS websites.
- Track project review status using government portals, communication with pertinent officials, calendars, and spreadsheets. Download referral/review responses and provide to supervisor/project lead.
- Navigate online government GIS maps and permit portals.
- Prepare presentations for land use public hearings for supervisor/project lead review.
- Periodically prepare and present internal presentations for staff meetings.
- Represent organization in professional manner.
- Responsibly manage time and adhere to project budgets.
- Alert supervisor of issues/opportunities.
- Demonstrate the ability to apply basic knowledge of project management procedures and team organization to day-to-day operations.
- Adhere to AGPRO standard operating procedures and policies.

PHYSICAL DEMANDS

Occasional lifting or moving of lightweight material, walking, and standing. May be prone to sitting for extended periods of time. Occasionally drive to city, county, state entities, and job sites.

COMPANY

AGPROprofessionals is a full-service agricultural development company that provides real estate, engineering, surveying, environmental, and land use consulting for the agriculture industry across the U.S. AGPROprofessionals is growing within a fast-paced and demanding environment with changing needs and priorities.



We offer competitive wages and an excellent benefit package in a casual yet professional environment. If you are interested in joining our team, please visit our website at www.agpros.com to submit your cover letter and resume.