

# **PLANNER 2**

## **SITES SOUTHWEST, LTD**

### **JOB SUMMARY**

Sites Southwest is seeking a motivated community planner for our Albuquerque, New Mexico office. Minimum qualifications include a master's degree in Community and Regional Planning or related field. Two years of planning experience is preferred, but not required. This full-time Planner 2 position requires a candidate who is a great communicator with strong organizational skills.

Sites Southwest is a community-oriented planning and landscape architecture firm with offices in Albuquerque and El Paso, Texas. The firm works on a variety of exciting projects primarily for municipalities and counties throughout New Mexico and the El Paso area. Our goal is to help our client communities thrive, building on an understanding of local assets and opportunities to provide creative solutions to their challenges.

This position will participate in planning projects related to housing, redevelopment, outdoor recreation, economic development, land development and comprehensive planning. Projects provide opportunities for collaboration with our in-house planning and landscape design teams and with our teaming partners in related disciplines. Sites Southwest offers flexible work schedules, benefits, and salary commensurate with experience. We are implementing safe, COVID-19 practices.

The candidate will work as part of a project team and be responsible for independently completing tasks that contribute to the team effort. The candidate will ideally have experience in 1) data gathering from the US Census and other sources; 2) data analysis and development of analysis maps, tables, and charts (in ArcGIS, Excel, and Word); 3) creating maps in ArcGIS, Adobe Illustrator, and Photoshop with an understanding of graphic and mapping standards; 4) writing and producing plans in Word and InDesign; and 5) organizing and managing all aspects of the firm's community engagement. This includes coordination with community members and client, developing inclusive engagement tactics, scheduling meetings, maintaining contact lists and ongoing communication, meeting preparation and meeting presentations and facilitation (both virtually and in-person).

### **HOW TO APPLY**

Qualified applicants should send a cover letter, resume, and writing sample or portfolio to [mail@sites-sw.com](mailto:mail@sites-sw.com).

### **ESSENTIAL DUTIES**

1. Prepares planning studies, real estate market studies, and related plans, including research, writing, and production, including:

- a. Conducts primary research, including interviews, surveys, field investigation and research of public documents.
  - b. Compiles and analyzes socioeconomic and real estate data and presents results in written and visual formats.
  - c. Uses geographic information system to analyze and visualize place-based data, including producing maps for presentations and documents.
  - d. Manages in-house databases and project related databases, including collecting and updating data, data entry and data analysis
  - e. Writes and produces planning documents.
  - f. Prepares graphically compelling and legible maps.
2. Prepares public presentations and meetings, including presentation materials, meeting arrangements, notification, and documentation.
  3. Conducts stakeholder meetings and facilitates small group discussions.
  4. Communicates effectively and consistently with co-workers, teaming partners, clients, and the public. This requires some in-person office work and meetings.
  5. Responsible for timely completion of projects and keeping records of time spent on each project.
  6. Handles client concerns and complaints throughout the course of the project and after the project is completed.
  7. Typically travels 100 miles each month on behalf of employer by either motor vehicle or airplane, generally within the United States.
  8. Typically attends two meetings per month after regular working hours on behalf of employer.

### **MINIMUM QUALIFICATIONS**

1. Master's degree in community and regional planning, economics, architecture, or related field.
2. Valid New Mexico driver's license by employment date.
3. Ability to read and understand written directions and instructions.
4. Ability to communicate effectively orally and in writing.
5. Ability to understand and act on complex oral or written instructions of communications.
6. Ability to perform the essential duties of this position as described.

7. Ability to work in the conditions described below.
8. Ability to work with the equipment, tools and materials listed below.

## **FUNCTION ANALYSIS**

### Intellectual Functions

1. Must be able to communicate effectively in oral and written English, including facilitation of small groups and limited public speaking.
2. Must be able to use reason, judgment, and planning in performing essential functions.
3. Must be able to read and understand written directions and instructions.
4. Must understand basic algebra, statistics, and survey techniques.
5. Must understand planning, urban economics, land use and zoning, and the relationship of planning to the physical environment.
6. Must have a good understanding of how city or governmental processes work in relation to projects.
7. Must be able to use a range of computer software, including word processing, desktop publishing, spreadsheets, and databases. Experience in website design and development in a plus.
8. Must be familiar with graphic applications used in planning projects and be able to direct the development of graphics for documents and presentations.
9. Must be familiar with data sources typically used in preparation of planning documents, including federal, state, and local socioeconomic data and other sources.
10. Must be able to conduct primary and secondary research and present information in a logical, readable form.

### Physical Functions

1. Must be able to work at desk for up to ninety percent of the workday.
2. Must be able to work at a computer terminal up to eighty percent of the workday.
3. Must be able to conduct field work, which includes assessment of jurisdictions around the state so driving and mobility is required.