Job Title: Community Planner
Employment Type: Full-Time, Non-Exempt
Location: Summit County based position, however, remote work is an option
Experience: Mid to senior level planner with 4+ years of experience
Pay Range: $26 - $40 per hour (depending on experience)
Position Opens: April 29, 2022
Position Closes: 5:00 PM MST on June 6, 2022. Interviews will be held as applications are received for qualified candidates

CPS Overview:

CPS is a land use planning firm driven to understand our clients’ unique needs in order to support them in reaching their land use and community development goals efficiently and effectively. We specialize in rural and mountainous communities throughout the Rocky Mountain region who are experiencing growth and land use pressures.

Most of our partner communities are rural in character and enjoy extensive natural amenities including agricultural production, outdoor recreation, and/or tourism activities. While there are similarities between each of these communities, one thing is clear – there is no consistent solution to land use circumstances. We strive to find each community’s uniqueness which makes them special and authentic, and we allow these qualities to guide our interpretation, recommendations, and personalized approach.

Essential to our approach is providing the highest level of customer service. CPS customer service focuses on developing a long-term partnership, being responsive to inquiries, and communicating effectively.

CPS offers the following benefits for our employees:

- Flexible work schedule with ability to work remotely
- Up to 80 hours of vacation accrual per year
- 48 hours of sick leave per year
- Paid Holidays
- Simple IRA with company match
- Professional development reimbursement
- Career pathing
- Health Insurance
- Profit sharing program

We are seeking a motivated, driven individual to be an integral part of our team to provide exceptional planning services to our client communities. Please visit www.planstrategize.com for additional company information and service areas.
Position Overview:

CPS is seeking a mid to senior level community planner to join our team supporting our Community Development Services with a focus on development review, zoning administration, and other on-call planning services. The successful candidate will also be able to support the wide range of planning projects we work on for our client communities. The Community Planner will have demonstrated a high level of technical, research, and communication skills. Experience working in small or mid-sized communities, working with multidisciplinary design and research teams, being driven in their work with a desire for advancement, and providing high quality service and products are essential to the position. The successful candidate will have a passion for supporting community development though creative thinking, critical assessment, strategic analysis, and personalized implementation.

This position is anticipated to be a full-time, non-exempt position paid hourly. The starting range of pay is dependent on qualifications and experience of each individual candidate.

Essential Duties & Responsibilities:

- Reviews various land use applications to assure compliance with local regulations and standards and prepares staff reports, including, but not limited to - building permits, PUDs, subdivisions, rezonings, and land use updates.
- Supports community land use and planning efforts though technical expertise, interpreting and applying land use regulations, and participating in meetings with staff, applicants, and stakeholders.
- Performs routine office tasks, including data entry, file set up and management, copying and word processing.
- Performs technical assistance, research, and information on a variety of planning issues from multiple sources.
- Present applications and projects before elected and appointed boards and commissions.
- Assists in the identification, analysis, and drafting or refinement of updates and amendments to land use regulations.
- Conducts planning studies on a wide range of subjects and compose a report of study findings.
- Prepares maps, charts, tables, graphics, and other visual aids for projects and presentations.
- Participates in long-range planning initiatives such as, - comprehensive plans, code updates and master plans with communities, stakeholders, elected and appointed officials, and other governmental entities.
- Performs other duties as appropriate and necessary for the execution of these job duties and responsibilities.

Knowledge Required:

- Knowledge of methods and techniques of effective technical report and plan document preparation and presentation.
- Knowledge of urban planning, land use application review, and land development processes, etc. in Colorado.
- Highly proficient with computer hardware and software programs, including Microsoft Office 365 programs, internet applications, database management, GIS, sketch-up,
Adobe suite, or other illustrative programs.

Skills Required:

- Strong customer service, communication, and interpersonal skills to develop and maintain good working relationships at various levels.
- A high degree of self-motivation, responsibility, flexibility, and resourcefulness. Works well in a team setting, but also independently.
- Excellent organizational skills and attention to detail.
- Ability to manage tasks effectively and meet firm deadlines and budgets with limited oversight.
- Strong graphic design, technical writing, and visual storytelling skills.
- Highly demonstrated analytical skills to interpret research data for reports. Reading comprehension to understand technical and legal materials.
- Ability to work on several projects or issues simultaneously in different jurisdictions.

Minimum Qualifications:

- At least 4 years of development review experience working with a city, town, or county. Extensive experience working in and with small, rural communities in Colorado is preferred.
- Minimum of bachelor’s degree from an accredited college or university with major course work in planning, urban development, or related field.
- Master’s degree from an accredited college or university with a major in planning, public administration, geography or related field preferred.
- Experience creating graphics to communicate planning concepts is strongly desirable.
- Experience creating, manipulating, and analyzing geospatial data using ArcGIS Pro preferred.
- Knowledge, understanding, and experience working with small, rural communities is preferred.
- Any combination of education and experience will be considered.

Additional Requirements:

- Certification through the American Institute of Certified Planners (AICP), or the ability to obtain certification within one year of hire is preferred.
- Valid driver’s license or ability to obtain one and have reliable transportation.
- Ability to travel: Local, regional, and statewide project-related travel may be required, including project related site visits and multi-night stays. Some interstate travel may be required depending on project assignments.

Application Process:

All interested candidates must submit a cover letter, resume, references, portfolio, and writing sample to information@planstrategize.com no later than 5:00 pm MST on the position closing date. Please include any information you’d like us to evaluate.