Job Title: Planning Technician
Employment Type: Full-Time, Non-Exempt
Location: Summit County based position, however, remote work is an option
Experience: Entry to Mid level planner with 0 - 3 years of experience
Pay Range: $22 - $32 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 an entry to mid-level community planning tech to join our dynamic and growing team supporting the wide range of planning projects we work on for our client communities. The Planning Tech will have demonstrated experience transforming planning concepts into clearly understandable and informative graphics, maps, charts, and other illustrative products. The successful candidate will be driven in their work with a desire for advancement and providing quality service and products. They will have demonstrated proficiency working with graphics programs and proven design skills. The successful candidate will have a passion for supporting community development though creative thinking, graphic design and illustration, critical assessment, strategic analysis, and personalized implementation with a desire to learn and grow in the industry.

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:

- Prepares maps, charts, tables, graphics, and other visual aids for projects and presentations to support multiple projects and team members at once.
- 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 technical assistance, research, and information on a variety of planning issues from multiple sources.
- Reviews various land use applications to assure compliance with local regulations and standards.
- Performs routine office tasks, including data entry, file set up and management, copying and word processing.
- Assists in the identification, analysis, and drafting or refinement of updates and amendments to land use regulations.
- Performs other duties as appropriate and necessary for the execution of these job duties and responsibilities.

Skills Required:

- Highly proficient with computer hardware and software programs, including Arc GIS Pro, Adobe suite (Illustrator, InDesign, Photoshop), sketch-up, Microsoft Office 365 programs, internet applications, database management and other illustrative programs.
- Strong customer service, communication, and interpersonal skills to develop and maintain good working relationships at various levels.
- Very strong graphic design, visual storytelling skills.
- Excellent communication skills through technical and creative writing and presentations to diverse community groups.
- 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 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:
• Minimum of bachelor’s degree from an accredited college or university with major course work in urban design, planning, architecture, landscape architecture, or related field.
• Proven experience creating graphics to communicate planning concepts using Adobe Creative Suite (Illustrator, Photoshop, InDesign), SketchUp, and other relevant programs.
• Experience creating, manipulating, and analyzing geospatial data using ArcGIS Pro.
• Knowledge, understanding, and experience working with small, rural communities is preferred.
• Any combination of education and experience will be considered.

Additional Requirements:
• Knowledge of methods and techniques of effective technical report and plan document preparation and presentation preferred.
• Knowledge of urban planning, land use application review, and land development processes, etc. in the Rocky Mountain region 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. Interstate travel may be required depending on project assignment.

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.