



## ATTACHMENT A – JOB DESCRIPTION AND KEY RESULT AREAS

**Job Title:** Planner/Project Support  
**Target Utilization Rate:** 85% Billable to Projects

### Weekly Breakdown (Estimated split of weekly hours by primary business activity categories)

PROJECTS (Billable Projects)	MKTG (General Firm Marketing)	SALES (Client Focused Sales)	ADMIN (Company Administration)	TOTAL
34	0	0	6	40

### General Job Description

This position provides technical support on a variety of community planning projects. This technical support includes elements of planning, GIS mapping and spatial analysis, and public engagement. This position includes: production duties, such as mapping and table development; writing duties, such as drafting outlines, engagement surveys, and plan text elements; and, analysis duties, such as interpreting engagement results, and uncovering relationships from data points. This position requires at least 3 years of experience and an AICP or AICP candidate status. Pursuit of CNU-A after the initial year of employment is strongly preferred. This is a remote position that does require periodic travel as needed to meet project and company commitments.

### Key Result Areas

- 1) Assessment, analysis, and production tasks on planning projects
  - Complete technically accurate and well-organized analysis of land use and mobility systems.
  - Perform technical writing and develops deliverables as assigned.
  - Prepare for and conduct surveys, interviews, in-person engagement activities, public meetings, and other options as assigned; this includes organizing of supplies and itineraries, formulating activities, and execution.
  - Utilize GIS, spreadsheets, and databases to conduct analyses and produce maps.
  - Formulate recommendations and present findings orally and in writing.
  - Organize and prepare assigned elements of plans, zoning and development regulations, and related documents.
  - Organize, prepare, and deliver presentations (in person and via Zoom) as assigned.
  
- 2) Deliver timely and thorough support, communication, and time management across projects
  - Effectively coordinate multiple priorities and deadlines to complete on time and within budget.
  - Provide responsive and diligent support of project manager and team.
  - Perform careful research and due diligence to provide background information necessary for projects.
  - Work within defined project scopes and tasks.
  - Understand and work within strategies set out by project manager to achieve desired results on behalf of clients.
  - Attend internal and external meetings as assigned.
  
- 3) Cultivate a culture of continuous improvement, open communication, and innovation

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- Work with project team to review and identify lessons and share ideas upon completion of projects.
  - Maintain training on an annual basis to learn new skills and gain perspectives to enhance work performance and knowledge.
  - Participate in company meetings to assess progress, celebrate success, and set goals for continuous improvement and growth for the team and our team members.
  - Complete daily check-ins and weekly summaries, provide task updates, and stay abreast of all project correspondence via Basecamp and company email.
  - Apprise project managers of progress on tasks that have been assigned and ask for questions/clarification when needed to ensure time is utilized effectively.