

ATTACHMENT A – JOB DESCRIPTION AND KEY RESULT AREAS

Job Title: Senior Planner/Project Manager
Target Utilization Rate: 80% 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
32	2	0	6	40

General Job Description

This position leads technical work 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: reviewing production work from planners and other team members; editing and reviewing text to ensure it is logically and technically sound; drafting text for technical documents and plans in accordance with company templates and style; assisting project/client management initially, and assuming project/client management duties when assigned; and attending/leading meetings as assigned. This position requires at least 6 years of experience, including 1-3 years in private sector consulting work for municipalities. An AICP, as well as a CNU-A, is required for this position. For hires without the CNU-A, pursuit of it after an initial year of employment is required. This is a remote position that does require periodic travel as needed to meet project and company commitments. Note: while initially, the selected candidate will be participating in small project management and training related to those tasks, it is expected that the selected candidate will be directly managing large projects by the conclusion of the first year.

Key Result Areas

- 1) Leadership, management, and execution tasks on planning projects
 - Provide analysis, technical writing, and deliverable development at an advanced level.
 - Maintain an intermediate level of quality assessment and control of deliverables.
 - Play a key technical role in projects throughout all phases.
 - Manage relationships within a cross-disciplinary team and support Community Consulting Program Leader as assigned.
 - Delivers competent and personable guidance and communication with the team and clients.
 - Oversees and participates in research and data collection tasks.
 - Makes project assignments when serving as project manager or when required as part of project duties.
 - Plays a leading role in engagement activities and events (in-person as well as virtual).
 - May act as project manager on projects with active/passive involvement from Community Consulting Program Leader, depending on project size and scope. May also fill in for project manager on meetings, client calls, and other periodic activities when project manager is unavailable.

- 2) Deliver timely and thorough support, leadership, communication, and time management across projects
 - Hold and maintain a familiarity with Texas planning statutes and requirements related to planning.

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- 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. When managing a project directly, assumes the responsibility for identifying those strategies.
 - Attend internal and external meetings as assigned.
 - Responsible for planning team file management, ensuring all project documentation is gathered and saved in appropriate locations.
 - Participate in project scoping, writing, and budgeting, as well as with proposals.
 - Manage competing priorities and multiple simultaneous projects involving cross-functional project teams in accordance with budgetary and schedule constraints.
 - Perform advanced research and presentation assignments.

3) Cultivate a culture of continuous improvement, open communication, and innovation

- 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 Community Consulting Program Leader of progress on tasks that have been assigned and ask for questions/clarification when needed to ensure time is utilized effectively.
- Participate in presentations, conference sessions, conference booths, and other opportunities to promote the company.