



## **PLANNING PROJECT MANAGER**

**MAKE A DIFFERENCE AT HILGARTWILSON!** Our people make a difference by leading our clients through the projects that shape the communities we belong to. It can't be done without the collaboration, professional development, and personal growth of our team members. It is part of our company culture to make sure our people have the optimal work environment for success. We invite you to make a difference and continue—or start—on your career path with us.

### **DESCRIPTION:**

HILGARTWILSON is seeking an experienced Planning Project Manager for our Land Planning Group. This position will be overseeing and leading a multi-disciplinary team responsible for creating and processing land development applications through local jurisdictions. This includes administering the project, coordinating internal working groups, ensuring timely delivery of application submittals, meeting with City/Town/County representatives, attending and presenting at public meetings, and managing budgets.

### **TYPICAL DUTIES:**

- Project management duties and responsibilities
- Assist in the preparation and review of land use and site plans reflecting the client's needs and jurisdictional requirements
- Preparation of entitlement documents including applications, narratives, figures, land use and site plans, and landscape/open space concepts
- Research and communicate with various municipalities
- Generate proposals, manage and track project budgets and invoicing. Monitor scope changes, secure necessary approvals, and implement work orders
- Create and maintain project schedules, and communicate the status of project deliverables in a timely and effective manner
- Maintain excellent communication with other planning team members as well as collaborate across discipline boundaries
- Manage team member's time on project related deliverables
- Oversee the final production of deliverables and ensure successful project delivery
- Manage multiple projects concurrently and adjust to shifts in project needs

### **SKILLS REQUIRED:**

- Demonstrated understanding of the land use planning/entitlement process, project management, and organizational skills

- Ability to review and interpret local jurisdictional codes, ordinances, and standards related to land development, zoning, general/comprehensive plans, landscape/open space and architectural design
- Proven ability to lead multi-disciplinary teams
- Strong technical writing and communication skills, with the ability to think critically and creatively
- Proven ability to demonstrate independent judgement, personal organization, make decisions, and manage multiple competing priorities and projects concurrently
- Ability to create, maintain, and foster strong client relationships
- Capacity to attend project related evening meetings
- Proficiency with Adobe Suite and MS Office Suite – including Word, Excel, and Powerpoint. Proficiency in Project is desired, but not required
- AutoCAD, SketchUp, and site planning skills desired, but not required

#### **EDUCATION AND CERTIFICATION:**

- Bachelor's degree in Planning, Urban Design, Landscape Architecture, or related program
- 3+ years of work experience in land/urban planning, or closely related field; experience may be with either a public or private sector entity
- AICP accreditation desired, but not required

#### **COMPENSATION / BENEFITS:**

Compensation includes competitive salary commensurate with experience and an attractive benefits package that includes:

- Health Insurance – Medical, Dental, Vision
- Flexible Spending Account (FSA)
- Paid Time Off/Paid Sick Time (PTO/PST)
- Paid Holidays
- Annual Profit Sharing Bonuses
- Annual Reviews with Possible Merit-Based Pay Increases
- Short Term Disability (STD)
- Long-Term Disability (LTD)
- 401 (k) Plan
- Term Life and AD&D Insurance
- Supplemental Term Life and AD&D Insurance
- Employee Assistance Program
- Corporate Partnership Discounts
- Cell Phone Reimbursement for Management Level
- Participation in Professional Memberships/Affiliation Costs
- Financial Reimbursement for Professional Testing Costs

#### **Daniel Nedoba**

*Talent Acquisition Manager*

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