

## **JOB DESCRIPTION**

### **America's Central Port District**

#### **PLANNER**

America's Central Port District (the "Port") is seeking a full-time Planner to assist in the Port's efforts to improve the physical appearance of its 1,200-acre campus, reinvest in Port infrastructure, attract new businesses, and positively impact the communities it serves.

The Planner will perform a wide variety of tasks related to guiding proposed projects from concept to final design. The selected candidate will be expected to work independently and as a member of a team, be able to bring a planning-mindset to each project or challenge, and be ready to collaborate with others. Reports to the Director of Planning & Development.

#### **Job Functions:**

- Research, plan, and assist in the development of proposed building, infrastructure, and landscape improvements
- Responsible for keeping assigned projects on schedule during the planning phase of each project
- Play a key role in the design of property improvement projects, either directly or by overseeing outside vendors
- Author RFP's/RFQ's to hire professional services necessary for completing specialized tasks
- Develop scopes and budgets for improvement projects
- Source project funding through Port capital improvement funds, outside grants, and/or financing. Author grant applications
- Identify new Port and community opportunities and independently create a business case for proceeding with the project(s)
- Professionally represent the Port District in a variety of meetings with community, Port Board, vendors, consultants and elected officials
- Provide administrative support to the Director of Planning & Development, as needed.
- Perform other duties as assigned.

#### **PROFESSIONAL QUALIFICATIONS:**

##### **Education/Experience:**

Bachelor's degree in Urban Planning, Architecture, or a related field and 1-3 years of relevant work experience. A Master's degree in Urban Planning or a related field will substitute for work experience.

##### **Skills/Abilities:**

- Strong written and verbal communication skills
- Strong analytical skills

- Knowledge of the real estate development process and principles of economic development, community development, and urban planning
- Ability to work in both office and field environments (must be comfortable with physical activities such as walking uneven terrain)
- Excellent computer skills, including:
  - Microsoft Word and Excel required
  - Adobe Creative Suite experience desired
  - AutoCAD and/or ArcGIS experience desired
  - The ability to learn new software applications as needed

**INTERPERSONAL CHARACTERISTICS:**

- Share the Port's mission of making a positive impact in the community
- Ready to learn new skills and new information in support of the project at hand
- Possess an inherent respect for others and able to interact professionally with the Port's vendors and business associates
- Exercise discretion when dealing with prospective tenants and business partners