



Urban Planning 
Management



REQUEST FOR SENIOR PLANNER

Job Description

APD Urban Planning and Management LLC. is seeking a full time senior planner for our Atlanta office. We are interested in an experienced, highly motivated, detail-oriented professional with a background in community/urban planning. The senior planner will play an integral part in the creation of redevelopment plans for communities throughout the country. APD-U is a national planning firm focused on urban neighborhood revitalization with an emphasis in project implementation. Our firm consists of experienced professionals in multiple disciplines, including neighborhood and urban planning, community development, and real estate development.

Minimum Experience & Training

A minimum of four years of professional experience in the planning field, ideally with experience working in urban neighborhoods. Master's degree in city and regional planning preferred and at least one year of experience managing projects and staff. Will accept candidates with a bachelor's degree in real estate development, planning or a related field and six years of professional experience inclusive of a minimum of two years' experience managing projects and staff.

Job tasks include but are not limited to:

- Leading the creation of community planning documents, housing reports, and real estate advisory services.
- Managing projects including facilitating client meetings, tracking and reporting on project deadlines, preparing detailed reports and processing timeline constraints.
- Spearheading the collection and preparation of data for the development and implementation of community and neighborhood plans.
- Supporting and supervising project staff in meeting project deliverables.
- Presenting reports and other findings to clients and community stakeholders.
- Exploring new and creative community engagement practices to apply in specific projects
- Guiding the production of GIS maps and spatial analysis, include compiling, analyzing, and managing socioeconomic and geospatial data
- Designing and implementing specific policies and programs related to community development.
- Playing a significant role in the business development of the company.

Qualifications

- Extensive experience preparing and assembling planning reports including presentation graphics.
- Demonstrated experience in managing staff, clients, and projects
- Ability to apply analytical methods and sound judgment in problem solving
- Previous work in community development.
- Working knowledge of Adobe Creative Suite, and MS Office.
- Strong proficiency in ESRI ArcGIS (preferably Desktop and Online platforms) is preferred but not required, but must have working knowledge of ESRI ArcGIS platforms;
- Strong organizational skills and ability to work in more than one project at a time.



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- Detail oriented and commitment to accuracy and meeting project deadlines.
- Excellent oral presentation and written communications skills
- Ability to work both as an individual contributor and in a team environment
- Ability to work with minimal supervision

Salary

Negotiable

Please submit the following documents via email to Bridget Wiles, info@apdurban.com:

- Cover Letter
- Resume
- 3 references with contact information (name, firm, position, phone AND email)
- GIS and Adobe CS samples that illustrate the candidate's software proficiency
- Example of planning reports that the candidate has lead completed in the past 12 months
- Written samples of report or technical work.

Incomplete submittals will not be considered or reviewed. No phone calls please.

