



Urban Planning Management

URBAN PLANNER POSITION

APD Urban Planning and Management LLC. (APD-U) is seeking full-time Urban Planners in our Atlanta office. We are looking for creative, highly motivated, detail-oriented Urban Planners with a strong background in urban planning or city/regional planning. APD-U is a planning firm focused on urban neighborhood revitalization. The ideal candidate must be extremely detail oriented, compassionate, friendly, helpful and self-motivated, with a positive attitude and strong work ethic. APD-U is a planning firm focused on urban neighborhood revitalization and community development. Our firm consists of experienced professionals in multiple disciplines including neighborhood and urban planning, community redevelopment, construction management, real estate development and urban analytics.

Primary job tasks include but are not limited to:

- Preparing hand-rendered and AutoCAD rendered site plans and streetscapes elevations.
- Developing site plans for new infill development areas in urban communities.
- Reviewing rezoning, special use permits, variances and other proposals.
- Tracking and reporting on project deadlines and processing timeline constraints.
- Attending project management meetings and preparing detailed reports.
- Conducting field work of existing conditions and recommending the demolition and restoration of structures.
- Exploring smart growth and sustainable practices to apply in specific project areas.
- Assisting project managers in the collection and preparation of data for the implementation of neighborhood plans.
- Researching grants and financing opportunities for their implementation on the revitalization plan.
- Producing GIS maps and spatial analysis, include compiling, analyzing, and managing socioeconomic and geospatial data.
- Maintaining database and maps to track plan implementation status on a weekly basis.
- Assisting project managers in the collection and preparation of data for the development and implementation of neighborhood plans.
- Aiding in the preparation of reports using Adobe Creative Suite or other presentation software, memos, PowerPoint presentations, Excel models and presentation graphics.
- Supporting project managers in meeting project deliverables.

Minimum Qualifications

- Bachelor's degree in Urban Planning, Community Planning, or related field
- Proficiency in ESRI ArcGIS Pro and ArcGIS Online apps; working knowledge of AutoCAD/SketchUp, Adobe Creative Suite, and Office 365
- Minimum of three (3) years of professional experience in the planning field, preferably urban. Neighborhood or community planning; Master's degree in planning or a related field strongly preferred
- Experience preparing and assembling presentation graphics, graphic models and renderings, and report/plan documents
- Demonstrated ability to apply analytical methods and sound judgment in problem solving
- Interest in urban community redevelopment planning
- Excellent oral presentation and written communications skills



- Strong organizational skills
- Detail oriented and commitment to accuracy.
- Ability to work both as an individual contributor and in a team environment
- Ability to work with minimal supervision
- Experience with ArcGIS Urban and City Engine highly preferred

Minimum Experience & Training

A minimum of three (3) years of professional experience in the planning field, preferably in urban, neighborhood, or community planning; master's degree in planning or a related field strongly preferred. Project management experience desirable. Will accept candidates with a bachelor's degree in planning or a related field and five (5) years of professional expertise and project management experience.

Salary

Negotiable

Benefits

Paid Time Off

Health care reimbursement

401K Plan

Whole Life Insurance

Professional Development allowance

COVID-19 Precautions:

Remote initial interviewing process can be requested.

Location:

Location is full-time, onsite in our Atlanta office.

Submission Instructions

Please submit the following documents via email to Bridget Wiles, info@apdurban.com (No phone calls accepted)

- Cover Letter
- Resume
- 3 references with complete contact information
- Example of site plan(s) prepared within past twelve (12) months.
- Written samples of report or technical work (primarily written by applicant. If a team project is submitted, clearly indicate if work was done as a part of a team and your specific contribution to the work)
- Portfolio demonstrating urban planning skillset or work created using applicable software

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