



## **Job Description**

### **Position: Senior Land Use Planner**

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#### **Position Description:**

Work under direction of firm's principals and project managers to execute and oversee a variety of community planning and development projects with an emphasis on land use and physical planning, town center master planning, site planning and recreation and tourism planning.

Examples of types of firm projects:

- Comprehensive and other types of community planning in remote villages, small towns and urban areas
- District and neighborhood planning for portions of larger communities, such as park plans, downtown plans, and residential plans
- Facility planning and feasibility studies
- Cultural and interpretive planning for tourism-related development
- Public participation and workshop facilitation

Senior Planners work as part of a project team to scope and carry out projects. This will include acting as the primary point of contact for clients, leading significant portions of complex planning projects, and managing project budgets and scopes. Project elements will include: local planning team organization and management; designing and implementing public participation mechanisms such as interviews, surveys and meetings; community plan research and drafting; land use research, planning and mapping; developing land use plans and drafting codes and ordinances; and, scoping and executing facility planning projects.

#### **Skills needed for this position include:**

- Strong background and experience in community planning and development; at least four years professional experience plus masters degree in planning (or equivalent additional work experience)
- Background in physical planning and urban design, for example preparing conceptual site plans for a residential neighborhood, park, streetscape or town center
- Experience with facilitating community workshops and stakeholder meetings
- Experience with the land development process, including an understanding of the development issues from the perspective of both the private sector developer and the affected public agency
- Strong project management skills
- Ability to understand and meet client needs, and to meet the needs of Agnew::Beck regarding schedules and compensation
- Skill at working with and finding common ground among varying community viewpoints
- Ability to develop project scopes, budgets and schedules
- Strong organizational skills; excellent communication skills
- Ability to multi-task, problem-solve and anticipate situations
- Ability to work independently but also be an active, engaged team member
- Strong word processing, spreadsheet calculation, graphics and other computer skills

- Some familiarity with Alaska and lifestyles in rural Alaska
- Willingness to be flexible with workload and schedule
- Marketing skills; ability to seek out new work
- Willingness to pitch in when and where needed – we’re a small firm with a “team approach” to problem solving and getting things done

### **Compensation & Benefits**

- This position works an average of 35-40 hours per week at \$26 to \$32 per hour DOE. Our office hours are 9 am to 5 pm, with flexibility available on a pre-approved basis.
- For both financial and mental health reasons, we discourage overtime; employees should not work more than 8 hours per day unless approved by one of the firm’s principals. Exceptions will be made for tight deadlines. In this situation, the extra time on one day can typically be balanced against a short day during the same week.
- Following a 30-day probation period, full-time employees are eligible for the firm’s health insurance plan, for which the firm pays 85% of costs on a monthly basis, and the employee contributes 15%.
- Full-time employees receive 21 paid days off per year, which can be used for vacation, sick leave and public holidays. Leave without pay will generally be approved as long as sufficient notice is given to arrange project timelines and ensure coverage with other employees. Leave must be used by year-end.
- Upon successful completion of a six-month’s probationary period, full-time employees can be enrolled in the firm’s retirement plan. The firm will contribute a sum equal to 3% of the employee’s salary to an individual retirement account, on a quarterly basis.
- Our firm supports our employees in maintaining a healthy lifestyle. Upon successful completion of the probationary period, employees may choose to enroll in a health club membership, for which the firm will pay \$60/ month.
- Our firm supports continuing education. Employees should feel free to request firm funding to attend pertinent, quality trainings and conferences.

### **Firm Overview**

Agnew::Beck Consulting, LLC, provides community planning and development services to help communities respond to the challenges and opportunities of growth and change in Alaska. We have worked all over the state, from remote rural villages to urban neighborhoods. The firm, established in 2002, brings together a diverse set of professionals whose skills includes tourism and land use planning, comprehensive community planning and development services, marketing and communications support, facility development, fundraising and technical assistance.

Agnew::Beck is a thirteen-person office dedicated to efficient and effective project management. Our motto “Resources for Community” reflects our commitment to connect people with resources – from comprehensive planning to project funding – so communities can define a vision for their future, and take action to make that vision a reality. Our multi-disciplinary approach and commitment to providing resources to grow community continues to inspire us and motivate us to work on projects that help build a well-planned, economically strong Alaska, celebrate and value our cultural diversity, and provide Alaskans with a high quality of life.

Our offices are located in downtown Anchorage, on the corner of 5th Avenue and E Street.

