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**Title: Sr. Planner**

**Link to Apply:** https://external-garland.icims.com/jobs/7512/sr.-planner-%28neighborhood-vitality%29/job

**Summary**

Responsible for performing complex professional planning work involving advanced comprehensive and neighborhood planning, special projects, and information analysis.

**Essential Duties and Responsibilities**

* Manage a comprehensive community investment program, including design and implementation, while collaborating with City staff, contractors, residents, and other stakeholders to ensure positive outcomes for the community.
* Research, develop and implement plan strategies, programs and revitalization projects.
* Provide guidance and support regarding planning issues and concerns.
* Provide planning, information and analysis to other departments, outside agencies and the general public. Deliver presentations to report recommendations and other findings.
* Monitor and evaluate the progress and effectiveness of plans and programs.
* Prepare technical and professional reports for associations, boards, City Council and Management as needed.
* Provide information or recommendations regarding comprehensive, neighborhood and small area plans as they apply to amendments, codes, ordinances and procedures or the initiation of new studies and programs.
* Provide project management as assigned.

**Minimum Qualifications**

* Four-year college degree
* 3 years related experience

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

**Preferred Qualifications**

Education/ Experience:

* Masters degree in Urban Planning or related field
* 3-5 years experience in planning or revitalization program design and/or implementation with municipal governments

Knowledge, Skills & Abilities:

* Comprehensive knowledge of the principles of urban planning
* Comprehensive knowledge of plan implementation, program design and management methods
* Skill in operating Adobe Creative Suites, Geographic Information Systems (GIS) and software programs such as Microsoft Office, database applications and presentation software
* Skill to communicate effectively both verbally and in writing
* Ability to provide excellent customer service to neighborhood associations, boards, City Council and Management

**Licenses and Certifications**

* Valid Class C Texas Driver's License
* Membership in American Institute of Certified Planners (AICP) preferred