



105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

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www.landform.net

Company: Landform Professional Services, LLC
Job Title: **Planner I**
Job Location: Downtown Minneapolis

Landform is a multi-disciplinary consulting firm based in Minneapolis. We offer a full range of site design, planning and civil engineering services backed with over 20 years as an organization. Our professional resources include landscape architects, planners, civil engineers, land surveyors and development managers. We are committed to client service, design quality, principles of sustainability and an innovative approach to site design.

Our culture is based on our vision to grow and diversify while emphasizing quality design, strong client partnerships and an energetic employee environment. We value quality, relationships, mentorship, leadership and enthusiasm in our work. We achieve our mission by helping our public and private sector clients create successful memorable, SensiblyGreen® places.

We are looking for a Planner with a bachelor's degree in planning, public administration or urban design with municipal community development, economic development or urban planning experience; ability to maintain effective working relationships with other employees, agencies and clients; strong written and oral communication skills required. Landform offers an exciting opportunity for planners to work with public and private sector clients.

Responsibilities:

- Prepare site investigation due diligence reports under the supervision of the Studio Lead
- Support other Planners with municipal clients
- Help review development applications on behalf of municipal clients, including preparation of staff reports
- Assist Project Leads in preparing development applications and narratives for the other Studios
- Assist with preparation of ordinance updates, master plans and comprehensive plans.

Requirements:

- Excellent written and verbal communication skills
- Excellent research skills
- Critical thinking skills
- Working knowledge of Microsoft Office suite required
- Knowledge of GIS and Adobe Creative Suite desired
- Ability to work as part of a team
- Ability to work in an open office environment
- May need to attend client meetings, including evening meetings
- May include travel to client locations

Measures of Success:

- Effective collaboration with other team members
- Accuracy in research and clarity in summarizing findings
- Ability to manage work to meet deadlines
- Quality written reports

Full-Time/Part-Time/Hours: Full-Time 40-50 hours per week

Salary: DOQ

Benefits: Health, dental, life, disability, PTO, 401K employer contribution, transportation allowance, fun and relaxing atmosphere

Number of Openings: 1-2

Advancement Potential: Promotions are based on your proven ability to master tasks.

Please send resume to:

Contact: Michelle Chapman

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Phone: 612-252-9070

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Landform is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.