



Company: Landform Professional Services, LLC
Job Title: **Planning Lead**
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 a minimum of 10 years' experience, including project management and supervisory roles. Experience in 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:

- Lead planning projects, including project management, community engagement and design
- Lead public meetings and other community engagement efforts
- Advocate for planning processes within multidisciplinary environment
- Actively participate in marketing and business development efforts for the studio
- Lead preparation of ordinance updates, master plans and comprehensive plans.
- Provide planning support to other Studios

Requirements:

- Review development applications on behalf of city clients, from acceptance of the application, to review of the application, preparation of staff reports and presentation to boards/commissions/council
- Proficiency in Microsoft Office and familiarity with GIS and Adobe Creative Suite
- Project management, including budgeting, contract execution, scheduling and staffing
- Excellent verbal and written communication skills
- Critical thinking skills
- Working knowledge of Microsoft Office suite required
- Knowledge of GIS and Adobe Creative Suite desired

- May need to attend client meetings, including evening meetings
- May include travel to client locations
- Ability to work as part of a team
- Ability to work in an open office environment

Measures of Success:

- Ensure completion of projects on time and on budget
- Ensure completion of projects in compliance with Landform standards
- Collaboration with other team members

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

Company Address: 105 South 5th Avenue Ste. 513 Minneapolis, MN 55401

Phone: 612-252-9070

Fax: 612-252-9077

E-mail: careers@landform.net

Website: www.landform.net

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.