

Gammage & Burnham is seeking a full-time Planning Assistant.

Our practice is not limited to standard rezoning, nor is it rooted in a particular jurisdiction. We regularly seek development entitlements for urban high rises and mixed-use projects, huge master-planned communities, and specialized public-private partnerships. We represent clients throughout greater Phoenix and throughout Arizona. Our experience extends beyond securing entitlements. We handle development agreements, referendums, and have extensive experience on all sides of land use litigation. Because we work daily with our partners in related practice areas, we offer clients a convenient and efficient platform for their legal needs.

The Planning Assistant is a support position that performs zoning due diligence, zoning and entitlement application preparation, and other land use tasks for firm clients. This position works with attorneys and senior planner on tasks ranging from site planning, design, urban planning, and land use solutions. This position also prepares maps and other graphic material and interacts with internal and external stakeholders such as client representatives, engineers, architects, planners, public agencies, construction, contractors, stakeholders and members of the general public. This position is exempt with an annual billing requirement of 1,400 hours.

REQUIRED QUALIFICATIONS:

- Strong academic record paired with the skills, enthusiasm and commitment to become an integral team member at the firm.
- Experience working as a land planner in the public or private sector or equivalent experience. Internship or real estate preferred.
- Knowledge of principles and techniques of planning, zoning and land use, comprehensive planning, and of the normal stages of property development as viewed from both the public and private sectors.
- Ability to read, understand, and interpret technical written material, plans, diagrams, blueprints, specifications and grading plans.
- Experience assisting with the evaluation of rezoning, ordinance amendments, site plans, use permits, variances and other proposals.
- Ability to prepare reports, memorandums and other documentation, including client correspondence.
- Bachelor's degree in Urban Planning, Urban Studies, Public Policy, Geography, Environmental Studies, Real Estate Development or related field.
- Proficiency with Microsoft Office.
- Strong writing, research and analytical skills.

To apply: Send cover letter and resume to Jennifer Lovato, Firm Administrator, jlovato@gblaw.com