**Assistant Urban Planner**

Job Details

Description

Snell & Wilmer, one of the largest and most prestigious law firms in the Western United States, currently has an opening for an ***Assistant Planner.*** This opportunity will provide experience in working with governmental staff, various ordinances, codes and general plans for a wide range of communities and exposure to the entitlement and land development processes of a variety of municipal and county governments.

If you enjoy working on a wide variety of projects, focused on the details and desires to grow their professional skills in current planning processes from a developer, this role could be ideal for you!  This position entails administrative and professional duties related to current planning functions to support Planner, Senior Planner and staff attorneys with rezoning and zoning adjustment cases as well as a wide range of other land use entitlement and development services.

**Position responsibilities include, but are not limited to, the following:**

* Assists in the preparation and filing of rezoning, site plan, zoning adjustment, and other land use entitlement applications.
* Assists in maintaining digital and physical project records
* Manages project timelines and tracks tasks/deliverables
* Reviews available City records and other applicable information to perform comprehensive property due diligence research
* Assist with public notification, neighborhood meeting, and public hearing activities, including preparing materials for public meetings and hearings
* Attends neighborhood meetings and hearings that typically take place in the evenings
* Performs other duties as assigned or required

**Experience and Qualifications:**

* Bachelor degree or enrolled in last semester of Bachelor degree in Urban Planning, Architecture, Landscape Architecture, Geography, Sustainability, or closely related field
* Must be eager to learn, inquisitive, detail oriented, and able to work independently in a fast-paced environment
* Basic understanding of the common principles, practices, and methods used in Urban Planning
* Must possess strong written and oral communication skills, as this position interacts with City staff, residents and professional design consultants
* Some prior experience in real estate, land development, planning, law or related field is preferred
* Proficient in Microsoft Office including Word, Outlook, Excel, and PowerPoint. Basic knowledge in using Adobe Creative Cloud programs, such as InDesign and/or Photoshop is also preferred
* Must have valid driver’s license with acceptable driving record and have their own vehicle. You will be reimbursed for business-related travel

**Please** [**click here**](https://recruiting2.ultipro.com/SNE1001SWLLP/JobBoard/5a4da33d-d3a2-43dd-9336-35f254edf1c3/Opportunity/OpportunityDetail?opportunityId=be354279-7365-4de0-841c-386459fb17da) **to apply**

Snell & Wilmer offers a competitive performance-based compensation and a ***generous benefits package starting on your first day.*** The benefits package includes medical, dental, vision, disability, life insurance, 401K/profit sharing, up to 11 paid holidays, tuition reimbursement and paid time off including vacation time, personal time, and sick time where appropriate.  Snell & Wilmer values the principles of Diversity, Equity and Inclusion.***Be Seen, Be Heard, Be Valued, Belong.***

We are an Equal Employment Opportunity employer.