

## **Planning Assistant-Job description**

The land use and zoning practice group at 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. In addition to traditional entitlements, we handle development agreements, referendums, and have extensive experience on all sides of land use litigation. We work daily with our partners in related practice areas as well as with government officials and elected officials to navigate the land use approval and development process.

The Planning Assistant is a support position that performs zoning due diligence and research, zoning and entitlement application preparation, and other land use tasks for firm clients. This position works directly with attorneys and senior planners. This position also prepares maps and other graphic material, including PowerPoint presentations, and interacts with internal and external stakeholders such as client representatives, engineers, architects, planners, public agencies, construction, contractors, stakeholders and members of the public. Attendance at in-person and virtual neighborhood meetings and public meetings may be required. This position is non-exempt with an annual billing requirement of 1,400 hours. In-office attendance is required a minimum of four days per week.

### **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, including PowerPoint.
- Strong writing, research and analytical skills.
- Personal transportation required.

Job Type: Full-time

Starting Salary: \$60,000

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Expense reimbursement
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Professional development assistance
- Referral program

- Vision insurance

To apply for this position, please submit resume and cover letter in confidence to [jpawlowski@gbllaw.com](mailto:jpawlowski@gbllaw.com).