

## PRINCIPAL PLANNER

**Urban Planning Partners** seeks a highly-motivated Principal Planner with both planning policy and CEQA experience. Successful candidates will have a strong knowledge of, and experience with, CEQA and local and regional planning. Other requirements include:

- Minimum 10 years professional planning experience, ideally with a mix of both public and private sector experience.
- Bachelor's or Master's degree in planning, environmental studies or a related discipline.
- Significant experience managing large-scale and complex planning and/or CEQA projects and client interaction.
- Expert knowledge of CEQA and planning policy, case law, and trends.
- Experience building a practice and being a leader in the industry.
- Valid California driver's license and ability to drive to project sites throughout the greater Bay Area and occasionally further.
- AICP certification and active membership in a professional organization (APA, AEP, ULI etc.) is desirable.

Other skills and abilities required for this position include:

- Excellent writing/editing, research and analysis (qualitative and quantitative), communication, critical thinking, and presentation skills.
- Excellent knowledge of MS office including strong word processing and Excel abilities
- Working knowledge of Adobe CS and/or GIS is desirable.
- Very detail-oriented with superior organizational and management skills, including time management.
- Ability to manage multiple projects and ever-changing priorities, and work in a fast-paced environment.
- Demonstrated ability to work within project constraints (i.e., budget, scope, schedule, client objectives)
- Ability to work independently and collaboratively within a team and with other teams in the office.
- Strong client relationships and ability to win new work.
- Demonstrated ability to manage multiple projects (including client communication, contract and budget management), ensure quality control, and meet deadlines.
- Ability to proactively manage clients and staff, identify solutions, understand the fiscal/economic impact of alternative solutions, and clearly communicate and understand options.
- Ability to lead and mentor staff and share profession-related talents and knowledge with others in the firm.

Urban Planning Partners is a small consulting firm with a diversity of clients and projects. The firm's services include land use policy, environmental review, contract planning, policy research & analysis, grant writing, entitlement assistance, and community engagement. We are committed to working collaboratively within our office and with our clients and the communities where we work. Some highlights of our current projects include the Irvington BART Station Site Plan, Station Area Plan, and EIR; the Truckee Railyard Mixed-Use Development Master Plan Phase 1 Implementation; CEQA analyses for several significant development projects in Downtown Oakland and West Oakland (adjacent to the BART station), the

extension of BART to Livermore, and for mixed-use and biotech projects in Foster City; an entitlement strategy for over 1,000 micro units; project management for several mixed-use development projects; and contract planning services for the cities of Novato, Foster City, and Berkeley. Learn more about the firm at [www.up-partners.com](http://www.up-partners.com).

For full-time employees, Urban Planning Partners offers excellent benefits (vacation, sick, and holiday pay; medical, dental, group life, and long-term disability insurance plans; and a Simple IRA with company match). Urban Planning Partners is an equal opportunity employer. Compensation is commensurate with experience and abilities.

For consideration, please follow these instructions:

- Email [contact@up-partners.com](mailto:contact@up-partners.com) and attach a single PDF file that includes your cover letter, and resume. In your cover letter, express why you are a great fit for the role.
- Please write "Principal Planner" in the Subject line of the e-mail and name the PDF file as follows: PrPlnr last name\_first initial\_date, submitted in YY\_MMDD format. (For example: PrPlnr Smith\_L\_17\_0422.pdf)