



**NOW HIRING**  
**Project Planner / Urban Designer**

97 Land Company is a full-service Zoning and Development Consulting Firm based in North Texas. We are a rapidly-growing small business with offices located in Denton and Celina.

We have an exciting career opportunity for an entry-level or mid-level professional planner who is looking for a fast-paced, project-oriented experience. ***The position is a unique opportunity to join a small, growing firm which allows for accelerated learning, a rich diversity of experiences, and a safe place to learn/expand your skills.***

***The ideal candidate will be collaborative, creative, and nimble; while demonstrating superior analytical ability and communication skills.*** The candidate will work closely with our team in all offices and a successful candidate will be able to balance individual work with team-based feedback and collaboration. A strong work ethic, an interest and belief in public engagement, and desire to work closely with communities and developers to achieve their vision is a necessity.

97 Land Company is seeking a talented professional with a bachelor's degree in Urban Planning/Design or related field. ***Prior experience as a Planner with a Texas municipality is strongly preferred.*** AICP Certification and/or a master's degree is a plus. This position will work closely with the Firm Principal in a variety of planning and land development duties.

**For immediate consideration, please submit your cover letter, resume, and portfolio (if applicable) to [aimee@97landcompany.com](mailto:aimee@97landcompany.com).**

Primary Responsibilities

- Performs code research, compiles and analyzes data on land use and development related issues including building codes, environmental regulations, zoning options, land encumbrances, etc.
- Prepares written reports for development projects following comprehensive plans, development codes, and/or environmental regulations.
- Reviews and assists in the review of development projects and site plans for conformance with codes, plans, and regulations.
- Prepares reports and assists in making recommendations to the Firm Principal regarding City Council and Planning and Zoning agenda items.
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data and occupancy rates.
- Maintains a computerized project tracking system and uses software to prepare reports/ make presentations, manage correspondence, prepare maps, create graphics, and manage projects.

- Assists with the development of design documents such as site plans, architectural elevations, and engineering plans by providing code guidance, plan reviews, and design recommendations.
- Obtains bids for projects from surveyors, geotechnical and environmental testing, architects, engineers, landscape architects and others as needed
- Coordinates Project Teams by setting up meetings, writing follow-up reports, overseeing project timelines, and other coordination tasks as needed.
- Attends staff meetings and provides status reports on assigned projects.
- Reviews professional journals, periodicals, and legislation to keep informed of regulatory changes.

#### Preferred Skills

- Ability to meet deadlines in a fast-paced environment
- Ability to be flexible and nimble to respond to project demands and quick turnarounds
- Understanding of urban planning and design principles and theory associated with project design and execution
- A strong understanding of zoning and development regulations
- Knowledge of the principles and practices of planning
- Ability to work on several projects or issues simultaneously
- Ability to attend to details while keeping big-picture goals in mind
- Consistently demonstrates respect, responsiveness, and professionalism towards others while providing superior service for clients
- Works effectively with colleagues and staff from all backgrounds and levels
- Experience working with communities
- Experience working with public administration and appointed officials
- Strong visual communication skills and graphic talent
- Ability to work with GIS Maps, CAD, and/or SketchUp preferred

#### Salary and Benefits

- Salary is commensurate with experience
- Performance-based bonus opportunities available (eligible after 90 days)
- Up to 2 paid professional memberships and 2 training/continuing education opportunities annually (eligible after 90 days)
- Employer-matched retirement account (eligible after 6 months)
- Paid holidays and vacation time
- Flexible work hours with some telecommuting available
- A fun and supportive work environment in a downtown setting

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