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# Example of Site Acquisition Specialist Job Description

Our growing company is hiring for a site acquisition specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for site acquisition specialist

* Prepare zoning and permitting applications
* Coordination with Permitting Agencies and Engineering to review, analyze and address any permit comments received
* Processing check requests for permitting application fees
* Providing daily status updates to Manager regarding permitting status
* Finalizes all regulatory documentation including zoning imposed by local jurisdictions, state regulatory requirements, and federal packages for compliance filing with the Federal Aviation Administration, Federal Communication Commission, and any other regulatory agencies
* Serves as primary Site Acquisition Specialist for a particular site project including leasing, permitting and land use processing
* Completes Lease and Zoning Audit Reviews for site modification projects
* Review zoning or permit drawings for compliance with the municipality/jurisdiction??s requirements
* Receiving updates from Site Acquisition Specialists and Associates and reports information to Site Acquisition Manager
* Providing weekly status reports to Clients and serves as project lead during weekly client meetings

## Qualifications for site acquisition specialist

* Must be US Citizen and able to work in the Indianapolis, Indiana market
* Must be US Citizen and able to work in the Cincinnati, OH market
* Ability to work independently with others
* Strong understanding of wireless venue development process and familiarity with pre-construction milestones
* Must be US Citizen and able to work in the Northern California markets
* Bachelors’ degree required, J.D