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# Example of Urban Planner Job Description

Our growing company is searching for experienced candidates for the position of urban planner. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for urban planner

* Assist the Associate Principal – Urban Planning in identification and pursuit of business development opportunities
* Assist the Associate Principal – Urban Planning in recruiting staff members
* Provide such further assistance to senior management, the Strategic Planning and Economic Development Team and the wider Design + Planning studio as may be required from time to time
* Communication and consultation
* Current track record in Urban Planning and Design and large scale master-planning design projects
* Ability to understand and explain to others complex urban proposals
* Will be responsible for the management of teams and meeting agreed budgets
* Project duties as assigned including concept and schematic design, 3D rendering, writing and illustrating design criteria, and preparing presentations and reports
* Serve as a Project Planner team member, and in some cases Manager and/or Leader for land use planning assignments responsible for the preparation of master plans and site plans
* Responsible for performing project research, conducting site visits, data collection and analysis, report writing, interactions with fellow team members, clients, outside technical experts, and community stakeholders

## Qualifications for urban planner

* Degree in Urban Design or Planning or related field
* Minimum 5-7 years of experience as a master planner / urban designer working on a variety of scales and stages of project
* Experience in hands-on business development activities such as preparation of proposals and presentation to clients
* LEED accreditation will be preferred along with membership of professional organizations
* Participation in award winning projects will be an added advantage
* Demonstrate the ability to work in large multi-disciplinary teams