COMMUNITY ASSISTANCE PLANNER

Cedarburg or New Berlin, WI

COMPANY PROFILE

Cedar Corporation is a professional service firm with disciplines in engineering, architecture, environmental, planning, landscape architecture, and land surveying.

Founded in 1975, the company has grown to its present staff of over 100. Our staff is dedicated to the principles on which the firm was developed: professionalism, state-of-the-art technology, and service to clients. We have continued to grow because of our commitment to providing comprehensive services and maintaining good communication with our clients.

JOB OPPORTUNITY

Cedar Corporation is a growing company, that offers a professional, yet flexible work environment. We are seeking a full-time, highly motivated, self-starter to join our team as a Community Assistance Planner in our Cedarburg or New Berlin, WI office.

RESPONSIBILITIES

- Interact with local municipalities to identify needs, provide solutions, and manage multiple projects.
- Work closely with municipality staff and elected officials to provide answers, develop solutions, and present recommendations on a wide variety of planning and zoning issues.
- Provide high level professional report writing and presentation services.
- Develop plans, administrate ordinances, oversee special projects, and complete staff reviews for municipalities.
- Provide knowledge of state and federal codes and statute changes.
- Assistance with grant research and writing.

QUALIFICATIONS

- Bachelor's degree in Urban Design, Planning, Geography, Business, Economic Development, or a related field.
- 5+ years of experience in plan writing and zoning administration.
- AICP preferred but not required.
- Proficient in developing and maintaining client relationships.
- Experience with demographic analysis and survey.
- Knowledge of GIS applications.
- Demonstrate the ability to write and organize professional quality reports such as comprehensive plans, master plans, etc.

CONTACT

HR Manager at careers@cedarcorp.com
www.cedarcorp.com

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