



MONTGOMERY COUNTY PLANNING COMMISSION, P.O. BOX 311, NORRISTOWN, PA 19404-0311

The Montgomery County Planning Commission (MCPC) is located in a diverse and historic suburban community of over 820,000 people located directly northwest of Philadelphia. We are an award-winning agency with a well-earned reputation as an innovator of cutting edge planning concepts and strategies. Our mission is to provide professional planning services that provide effective solutions to community challenges. We are looking for an outgoing, technically proficient, and highly motivated individual to join our dynamic team of professional planners

POSITION TITLE: Urban Design Planner

EXEMPT: Yes

DEPARTMENT: Planning Commission

POSITION REPORTING: Design Planning Section Chief

SALARY: \$45,191 - \$50,840 (depending on experience)

SUMMARY: Reporting to a Section Chief or Assistant Director, the Planner performs various professional planning and urban design tasks for municipalities including the preparation of conceptual site plans, renderings, plans, design guidelines, and ordinances; review of land development or subdivision plans; and research into various planning topics. The employee in this position will attend and make presentations at various night meetings to local appointed and elected officials.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Produce conceptual site plans, photo-simulations, and 3D sketches to illustrate plans, ordinances, and design guidelines
- Author and produce planning ordinances and various technical planning documents
- Review subdivisions and land developments
- Participate in various types of meetings (workshops, charrettes, and evening elected board meetings) as a facilitator, presenter, and/or organizer.
- Collaborate with other planning commission and county staff on projects that need urban design services
- Duties as assigned

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Master's Degree in Planning, Urban Design, Architecture, Landscape Architecture, or related degree
- 2 years of experience in one of the above referenced fields
- Any equivalent combination of education and experience which provides the knowledge and abilities necessary to be successful in the position
- Must have a portfolio that includes examples of site planning, photo-simulation and other urban design and mapping capabilities.
- Proficiency in design software, such as but not limited to, Adobe Illustrator, InDesign, Photoshop, SketchUp, Vectorworks, AutoCAD, and ArcMAP.
- Technical knowledge in housing, transportation, open space, environmental, urban design, planning law, or related fields
- Knowledge of essential professional office computer software to perform word processing, spreadsheet analysis, presentations, design, and ability to learn certain geographic information system functions
- Excellent communications skills and public speaking ability
- Good analytical, organizational, logical thinking and problem-solving abilities
- Ability to manage multiple tasks, meet deadlines and organize information
- Ability to work independently as well as in a team environment
- Have a valid driver's license

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. Walking is required in field conditions with uneven terrain to perform site visits, acquire information, and perform inspections or to attend meetings. The employee is occasionally required to use hands to handle or feel objects. The employee is also required to kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

The employee must be able to drive to various locations during the day or night and attend meetings that may last several hours.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function. The noise level in the work environment is usually moderate.

TO APPLY ONLINE: Go to <http://www.montcopa.org/151/How-to-Apply>, fill out the application form under the job posting.