

POSITION ANNOUNCEMENT
Assistant Planner – Zoning Specialist
Vandewalle & Associates
Madison or Milwaukee, Wisconsin

Vandewalle & Associates is seeking an Assistant Planner who is interested in driving meaningful change across Wisconsin in the areas of zoning, day-to-day community planning housing, adaptive reuse, and local policy development. Join our guild of highly experienced principals and associates, while working with a wide diversity of communities ranging from small towns of a few thousand to cities of more than 50,000.

Responsibilities:

This newly created position primarily will serve as the on-call planner for communities and assist developers, business owners, and residents navigate local entitlement processes. This includes the review of development proposals, conducting site plan reviews, preparing and presenting staff reports for plan commissions, and preparing code amendments. In addition, the position occasionally will support the work of several project managers on an evolving range of projects such zoning ordinance rewrites, comprehensive and park plans, bicycle and pedestrian plans, transportation studies, redevelopment plans and implementation, economic strategies, and infill housing development.

Vandewalle & Associates is one of the largest independent planning firms in the Midwest. Our offices are located in Madison and Milwaukee, Wisconsin, and our work is focused primarily on clients throughout the Great Lakes and Upper Midwest. Over the past 40 years, Vandewalle & Associates has assembled a team of experts in the art of shaping communities in our region and beyond. We are passionate about helping our client communities meet the challenges of the future, and the right candidate will share this enthusiasm and embrace the tremendous opportunity to both learn from and contribute to this exceptional team. Please visit our website to learn more about us and our work at <https://vandewalle.com/>

This position can be based in either our Madison or Milwaukee office. We offer a hybrid working arrangement with the option to work remotely most days once onboarding has been completed. Occasional travel to our Madison or Milwaukee offices for meetings will be required as will travel to clients located throughout southern Wisconsin for day and evening meetings (both in-person and virtual).

Minimum Qualifications:

This position offers the opportunity to grow quickly as a professional while being mentored by our seasoned planners. It requires a highly organized, flexible individual who can think on their feet, receive direction from several project managers/clients, and work independently in a fast-paced environment. Excellent time management and interpersonal skills are essential, in addition to:

- Excellent research and organizational skills
- Excellent written and oral communication skills, including ability to adapt communication/writing styles to different audiences
- Significant interest in how to use zoning as an implementation tool to achieve larger community goals
- Ability to interpret and apply codes and policies
- Ability to write clear and direct zoning and other land development regulations

- Ability to review development plans, provide constructive suggestions for improvements, and be decisive, resolute, and professional in implementing codes and policies in the face of opposition
- Outgoing, client-focused, and creative personality
- Ability to learn quickly with flexibility to quickly adapt to new projects and opportunities
- Motivated to learn new skills, stay up to date with local, state, and national trends, and assist in leading the development of innovative new local policy approaches

Candidates should have a degree in urban or regional planning or similar field and at least 1-2 years of experience in administering zoning and other land development codes and reviewing site plans as either an intern or full-time staff member. Pluses for candidates include experience preparing staff reports, experience giving public presentations, and experience with Excel and GIS.

This position is full-time with a competitive salary and benefit package.

Vandewalle & Associates stands in solidarity with voices against racism, supports diversity and inclusion, and strives for social and economic justice. Our team of experts in economic development, planning, and design is nationally recognized for the integrity and impact of our work with communities, neighborhoods, institutions, organizations, and companies to make positive change happen.

How to Apply:

For strongest consideration, resumes and cover letters should be emailed by Monday, May 27, 2024, to Nonna Anderson, Business Manager: nanderson@vandewalle.com.

Vandewalle & Associates is an Equal Opportunity Employer.