



Project Planner

Position Overview:

Department: Business Integration Department

Classification: Full-Time, Exempt

Salary Range: \$71,000 - \$114,000

Location: Silverthorne, Colorado (Hybrid)

Compensation Structure: Base Salary + Performance Based Bonuses



The CPS Story

In 2019, CPS was born from a bold vision to redefine community planning. Our founder, with a rich background spanning public and private sectors, saw a critical need for a better way to plan—one that genuinely listens to community voices, respects local culture, and prioritizes community needs over individual interests.

As traditional municipal planning shifts toward advocacy, the role of the generalist municipal planner is quietly fading. CPS aims to change that. Our mission is to bring back a community-first approach, empowering local governments facing rapid growth to manage that growth while preserving their unique character and culture.

At CPS, we don't just plan; we build lasting relationships and help communities thrive. Do you have what it takes to join our dynamic, adaptable team and make a meaningful impact? In the next few pages, discover the opportunities and expectations that come with being part of our growing journey.



The CPS Mission

We are a team of dedicated professionals committed to supporting communities by delivering exceptional and affordable Community Development Services. We weave together the social fabric with the built environment, honoring the unique culture and values that make each community home to those who live there. We strive to understand a community's heart and help build a place citizens are proud to call home.

Guiding Principles:

Our team members strive to continually grow and learn and seek to be the best. For us, this means each decision within the company are based on these guiding principles:

- We set the Gold Standard for Community Development Services.
- We actively collaborate with team members to reach common goals.
- We connect with our client communities.
- We plan with action in mind.
- We provide value that is affordable and predictable.
- We nurture professional growth.
- We celebrate our team's contribution and successes.
- We support a flexible work environment.

Values:

Our values are the foundation of who we are and how we work. They reflect our commitment to each other, our clients, and the communities we serve. By staying true to these values, we create meaningful change and lasting relationships built on trust, respect, and shared purpose.

- **Team-Mindedness:** We put team above self. We support each other with a "next up" mentality.
- **Community:** We build community through open and honest communication, seeking to understand, and being the voice for the voiceless. We build our various communities in everything we do.
- **Integrity:** We hold ourselves, our colleagues, and our partners to the highest ethical standards. Through open conversations, transparent behavior, and respectful discourse, we will be viewed as having great integrity.
- **Reliability:** Our clients, partners, and colleagues can trust that we will deliver what we say we'll deliver when we say we'll deliver it.



Services

At CPS, we offer a full suite of Community Development Services designed to help local governments manage growth while preserving the unique character of their communities. From providing on-call planning support to crafting strategic master plans, our expert team delivers practical solutions that drive sustainable, community-focused progress.

- On-Call Planning Support
- Development Review
- Training & Capacity Building
- Master Planning
- Land Use Regulations & Policies
- Assessments & Evaluations
- Digital Mapping (GIS) Services



Ideal Candidate

The ideal Project Planner candidate will be a passionate, self-driven, organized, solution-oriented planner eager to develop plans and studies that address the needs of CPS client communities. The candidate must have a strong understanding in land use regulation drafting, zoning policy drafting, plan development, community engagement, data analysis and visualization, and development of graphics. GIS proficiency would be helpful as well as other planning tools that help support decision-making. They should have a keen understanding of land use, zoning regulations, community development, transportation planning, housing needs, and environmental impacts in a rural and mountainous context. Strong analytical skills are essential, as they will need to assess data, forecast our clients' needs, and develop strategic plans to enhance community assets and amenities. The ideal candidate will have a wide range of local government experience including various levels of responsibilities and management. The ideal candidate will have excellent communication and interpersonal skills. They will need to collaborate with government agencies, developers, and community members to balance economic growth with social and environmental considerations. The ability to facilitate public meetings, address concerns, and build consensus is crucial. An understanding of Colorado specific land use regulations and laws is preferred for this position.

The following are guidelines that represent the ideal qualifications for this position. Any combination of education and experience will be considered for this position provided the essential functions, duties, and knowledge can be proven.

- Experience working on developing planning documents, studies, reports and assessments for a variety of cities, towns, and/or counties resulting in proven ability to successfully working within project timelines and budgets, engaging a broad spectrum of communities, producing high quality work products, and developing effective working relationships with colleagues, clients, and subconsultants. The successful candidate will demonstrate completion of:
 - At least two (2) land development code updates and two (2) comprehensive master plans upon which the candidate completed a vast majority of the analyzing, evaluating, drafting, amending, and presenting of the project approach and deliverable as well as held a significant role in project and client management functions.
 - Has a minimum of four (4) years working for a local government where the primary function of the candidate was to administer land use regulations and facilitate the review of a variety of application types.
- Experience developing planning projects in and with small, rural communities in Colorado is preferred for the successful candidate.
- Bachelor's degree from an accredited college or university with major course work in a planning related field and four years of experience.
- Master's degree from an accredited college or university with a major in planning, public administration, geography, or related field preferred and two years of experience.
- Certification through the American Institute of Certified Planners (AICP). If not currently certified, successful candidate will be able to obtain certification as soon as possible upon hire.
- Highly organized and excellent time management skills with understanding of meeting deadlines, keeping budgets, and providing high quality deliverables.
- Natural leader with strong ethical standard who can effortlessly build relationships within the CPS team and their client communities.
- Live in or around Summit County Colorado. This position will be based in CPS's Silverthorne, CO office.

Position Overview

Project Planner Description

The Project Planner supports client communities in executing a variety of planning-related projects. While these often focus on Comprehensive Plans and Land Use Regulations, CPS also emphasizes smaller-scale projects that promote incremental growth and positive changes such as assessments, analyses, and evaluations. New projects may arise through existing relationships maintained by our Community Planning Teams with on-call clients, or through more traditional procurement channels.

The Project Planner is an essential member of a project team whose responsibilities may range from task lead to content development to engagement lead and everything in between. The Project Planner will report to the assigned project manager and support them in meeting client needs and deliverables.

Role Within the Organization

The Project Planner is part of the Business Integration Department, which serves as the execution arm of the company. This department maintains direct relationships with assigned client communities and partners and is responsible for delivering all Community Planning Services offered by CPS. Led by the Business Integration Team, the department is structured to efficiently allocate resources and meet client needs through a coordinated framework of team leads, project managers, client managers, and supporting roles.

We are better together!



Essential Job Duties:

- Complete all Essential Tasks identified in the Employee Handbook, including, but not limited to, submittal of timesheets and time off requests, updates to CPS Shared Calendars, review and approval of timesheets and invoices, as applicable, attend regularly scheduled internal and client coordination meetings, as necessary.
- Fill out annual self-performance and actively participate in quarterly performance assessments.
- Perform routine office tasks, including, but not limited to, data entry, file set up and management, copying, and word processing
- Performs technical assistance, and research on a variety of planning issues from multiple sources.
- With the support of senior staff, conduct planning studies on a wide range of subjects and compose reports based on findings.
- Prepare maps, charts, tables, graphics, maps, and other visual aids for projects and presentations.
- Access, update, manipulate, analyze, and create geospatial data using GIS software to convey planning concepts, existing conditions, future conditions, and other geospatial information in an organized, user-friendly, and professional manner in support of project and/or client objectives.
- Coordinate with Mapping Specialist to ensure consistent and accurate file naming and organizational structure.
- Complete all work tasks within allocated budget and timeline to meet client objectives.
- Support community land use and planning efforts through technical expertise, interpreting and applying land use regulations, and participating in meetings with staff, applicants, and stakeholders.
- Assist in the identification, analysis, and drafting or refinement of updates and amendments to land use regulations.
- Participate in project initiatives such as comprehensive plans, master plans, code updates, and process analysis with client communities, stakeholders, elected and appointed officials, and other governmental entities to ensure coordination and alignment with community objectives.
- Present project updates, reports, findings, and recommendations to elected and appointed boards and commissions in client meeting settings.
- Perform other duties as appropriate and necessary for the execution of these job duties and responsibilities.

Qualifications:

- Demonstrated experience working on multiple projects simultaneously.
- Proficient in understanding and identifying unique solutions and strategies to complex land use and development issues.
- Knowledge and understanding of all facets of municipal planning services including, but not limited to, public administration, public financing, land development, local governance, and land use law.
- A minimum of 4 years administering land use regulations and facilitating the development review process.
- Demonstrated experience completing a minimum of 2 land use regulation updates and a minimum of 2 comprehensive master plans.
- Experience creating, manipulating, and analyzing geospatial data using ArcGIS Pro is preferred.
- Valid driver's license or ability to obtain one and have reliable transportation.
- Ability to travel: Local, regional, and statewide project-related travel will be required, including project-related site visits and multi-night stays. Interstate travel may be required depending on project assignment.

Knowledge and Skills:

- Knowledge of methods and techniques of effective technical report and plan document preparation, development, alternative development, recommendation, and presentation.
- Demonstrated experience and knowledge of administering land use regulations, facilitating the development review process, applying land use regulations in a variety of applications, and presenting files at public hearings and meetings.
- Knowledge of affordable housing policies, strategies, assessment evaluation, and implementation plan creation.
- Highly proficient with computer hardware and software programs, including Microsoft Office 365 programs, internet applications, database management, GIS, sketch-up, Adobe suite, and/or other illustrative programs.
- Strong customer service, and interpersonal skills to develop and maintain good working relationships with coworkers and client communities at various levels.
- Demonstrated experience and knowledge in evaluating, drafting, and updating land use regulations and comprehensive plans.
- A high degree of self-motivation, responsibility, flexibility, and resourcefulness.
- Works well in a team setting as well as independently.
- Excellent organizational skills and meticulous attention to detail.
- Ability to manage tasks effectively and meet deadlines and budgets with limited oversight.
- Highly demonstrated analytical skills to interpret research data for reports.
- Reading comprehension to understand technical and legal materials.
- Ability to work on several projects, tasks, or issues simultaneously in different jurisdictions.

Benefits and Compensation:

CPS offers the following benefits for our employees:

The Project Planner has a salary between \$71,000 and \$114,000. Starting salary should be anticipated to be closer towards the lower end of the range. Additionally, the position includes the following benefits:

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| ▶ Flex Schedule | ▶ Professional Development | ▶ Health Savings Account (HSA) with CPS contribution |
| ▶ Flexible Paid Time Off | ▶ Tuition Reimbursement | ▶ Bonus Programs |
| ▶ 48 Hours of Sick Leave | ▶ Professional Dues and Subscription Reimbursement | ▶ Team Building |
| ▶ Short Term Disability | ▶ Career Pathing | ▶ Remote Work Stipend |
| ▶ 9 Paid Holiday | ▶ Health, Dental, Life, and Vision Insurance | |
| ▶ 401k with 6% Match | | |

Application Process:

All interested candidates are invited to submit the following:

- Cover Letter expressing interest in the position and demonstrating your skills, knowledge, and/or experiences. Highlight any skills or experiences that make you uniquely qualified for this position.
- Responses to each qualification requirement explaining how the candidate meets the minimum qualifications of the position.
- Professional resume identifying job title, role, and primary function(s).
- Minimum of 3 references including name, title, relationship, phone number, and email address.
- Sample PowerPoint presentation created.
- Sample staff report or other technical assessment/analysis document the candidate developed.

Applications will be accepted until the position is filled. Applications received on or before **5pm on December 22nd** will be included in the first round of evaluations and possible candidate interviews.

Please send this information, any additional information you'd like us to evaluate, and/or any questions related to this recruitment to information@planstrategize.com.