

# Environmental Planner

## Job Description:

Archaeological Consulting Services, Ltd. (ACS) is accepting applications for a part-time OR full-time Environmental Planner to support a wide-range of public sector and private development projects. The successful candidate will have education and/or experience in environmental planning, including a working knowledge of the NEPA process. Technical experience in one or more of the disciplines typically required for NEPA review (e.g., biological resources, hazardous materials, cultural resources) is a plus. Primary responsibilities include conducting background reviews/research; conducting analyses to identify potential effects; preparing text, maps, and graphics for NEPA and permitting documents; and assisting with public involvement and agency coordination efforts.

## Qualifications:

- A Bachelor's degree in Planning, Environmental Science, or related field
- 1-3 years of relevant work experience or Master's degree in Planning, Environmental Science, or related field
- Strong technical writing, organization, and communication skills required
- Proficiency in Microsoft Office (Word, Excel, PowerPoint, Project, and Outlook)
- Experience with ArcGIS is highly desirable but not required
- Demonstrated adeptness in multi-tasking and meeting deadlines in a fast-paced environment
- Ability to work as part of a team and independently
- Strong attention to detail
- Experience preparing NEPA documents for public sector projects and/or private development projects with federal nexus
- Knowledge and experience in HUD and ADOT environmental regulations highly desirable

Full-time staff are eligible for a generous benefits package, including vacation and sick days, health/dental/vision insurance, 10 paid holidays, and 401(k). Salary is competitive and commensurate with experience.

For additional information about ACS, please check out our website (<http://www.acstempe.com>). To apply please send a cover letter with your salary requirements and when you could be available if offered the job, along with your current resume, including the names, phone numbers, and e-mail addresses of three references who can comment on your professional work experience to: `acs_jobs` "at" `acstempe` "dot" `com` (substitute words in quotes with @ and .). Please include ENVIRONMENTAL PLANNER in the subject line of your e-mail. No phone calls please.

ACS does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, gender identity, national origin, age, disability, or any other characteristic protected by law.

This position is open until August 31, 2020, or until filled, whichever is sooner. Regarding Covid-19, other than when we are conducting fieldwork, we are primarily working from our homes.