

Planning & Zoning Analyst (Level 1)

VIZZDA

1430 W Broadway Rd

Tempe, AZ 85282

Interested parties should submit resumes to Kristopher Thompson (kthompson@vizzda.com)

Job Description

Vizzda is an information provider to the commercial real estate industry, tracking every planning and zoning case in Phoenix, South Florida, and Riverside, CA. We provide this information to towns, cities, economic development departments, banks, lenders, investors, developers, and brokerage firms. Our employees gain real-life experience with planning and zoning, and have gone on to work for the City of Scottsdale, City of Tempe, Town of Queen Creek, and national home builders.

Position

The analyst position requires high attention to detail and self-motivation to manage the daily flows of planning cases throughout Phoenix, South Florida, and Riverside. The candidate must have a penchant for research with excellent writing skills. Current team members have backgrounds and degrees in English, Mathematics, and Urban Planning.

Functions

- Identify, research, and report on zoning related projects and land use cases, as well as policies relating to commercial developments;
- Develop a thorough understanding of the entitlement process for Phoenix, South Florida, and Riverside;
- Analyze staff reports, agendas, applicant submittals, and site designs to create succinct project descriptions;
- Contact City Planning staff members--as needed--for project information;
- Effectively communicate technical information in written format;
- Maintain an organized and reliable database of project information.

Skills & Abilities

- Extremely organized;
- Familiarity with the planning and zoning process is a plus but not necessary;
- General understanding of commercial real estate is a plus but not necessary.

Education

Bachelor's degree or higher is required.

Compensation

Job Type: Full-time

\$38,000.00 - \$40,000.00 per year