

Land Planner and Acquisition Associate

Summary of Position

The Land Planner and Acquisition Associate is responsible for assisting with land acquisition and entitlement activities and processes from due diligence through completion of entitlements and close of escrow. The position supports the Land Department by providing assistance with planning, design, financial and market analyses, and acts as the primary contact throughout the initial planning and entitlement phases.

Published Job Description

Essential Functions and Responsibilities:

- Oversee the land entitlement/forward planning of projects in the Nevada Division's portfolio with an emphasis on entitlements as it relates to land acquisition.
- Assist the Land Acquisition team with preliminary feasibility as well as the preparation of financial pro formas and market analysis to determine the viability of proposed land acquisitions.
- Coordinate with internal departments and outside consultants to ensure thorough due diligence review of projects.
- Coordinate with consultant teams (e.g., architects, landscape architects, civil engineers, geotechnical engineers, environmental consultants) to ensure timely progression of entitlement and due diligence processes.
- Analyze entitlement budgets and schedules, density yields, conceptual site plans, and other components necessary to help management make decisions on purchasing land.
- Interact and work directly with various approval agencies including City or County Planning/Engineering/Zoning departments related to all entitlement processes and other issues that may arise.
- Negotiate with governmental agencies to secure the appropriate zoning as well as development and other agreements.
- Prepare and review easement, development, governmental, and legal documents.
- Make presentations to municipal decision-making bodies, other quasi-governmental agencies, HOAs, and the public.
- Attend public hearings related to entitlement process.
- Attend neighborhood meetings to assist and present development plans.
- Be the Notary Public for and at the expense of the Nevada Division
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of Clark County area planning/development code and entitlement processes
- Ability to read, analyze, and interpret financial reports and legal documents
- Ability to plan, organize, and supervise activities of consulting team
- Ability to analyze problems and recommend solutions
- Ability to maintain effective working relationships with consultants, contracted agencies and workers, other employees, and supervisory personnel

Education and Experience:

- Four-year degree in Urban Planning, Real Estate, Business, or Civil Engineering or related discipline
- Minimum of 3 years' experience in Land Entitlement/Forward Planning
- Homebuilding industry experience preferred
- Proven ability to successfully multitask and prioritize responsibilities in a fast-paced environment
- Excellent verbal and written communication skills
- Extensive working knowledge of Microsoft Office—especially Excel
- Experience dealing with municipalities and other governmental agencies
- Experience in public speaking and presentations
- CAD and GIS knowledge and experience a plus

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the responsibilities of this position, the employee is regularly required to:

- See including close vision, talk, and hear.
- Sit and use hands along with fingers to handle or feel.
- Stand, walk, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl.
- Lift and/or move up to 25 pounds.

Work Environment:

Works in a normal office environment. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment (such as phone, fax, and personal computer). May require lifting up to 25 lbs.

Will require routine out of office travel and after business hours work related to entitlement hearings and meetings.

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with it.

Apply link:

https://app.jobvite.com/j?aj=oSuK6fwW&s=Southern_Nevada_Homebuilders_Association