



<p><b>Planning Assistant Job Description</b></p>
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**TITLE: Planning Assistant**

**FLSA: Exempt**

**I. ORGANIZATION AND POSITION SUMMARY:**

Waterloo Greenway is a 1.5-mile urban park system supported by a public-private partnership between the City of Austin and Waterloo Greenway Conservancy (WGC). Once complete, the 35 acres of connected green space will be home to a wild array of natural and cultural destinations. The park system is being planned, designed, and built in three phases of geographic milestones. Phase 1 opened in August of 2021 and includes Waterloo Park and the Moody Amphitheater. Phase 2 planning and design processes are complete and construction begins in the fall of 2022. Meeting each phase by our completion goals is ambitious and requires support from the entire community. Amid epic gardens and rolling pathways, and a twinkling Waller Creek that links them, the environment, arts, health, and adventure will converge and nourish authentic and uplifting experiences that reflect our city's diversity.

The Planning Assistant will support the Director of Planning and Design to ensure that Waterloo Greenway is represented and reflected in critical planning efforts that affect the successful execution of the Waterloo Greenway Design as outlined in the Design Plan and the Design Competition. The Planning Assistant will be responsible for tracking adjacent and related planning efforts, engaging with City and community partners along with the Director, and ensuring that WGC provides timely feedback in the planning processes. The Planning Assistant will also support the Capital Project Managers efforts as directed by the Director of Planning and Design. The Planning Assistant will report to the Director of Planning & Design.

**II. ESSENTIAL FUNCTIONS:**

- Collaborate closely with Director of Planning and Design to ensure coverage and tracking of critical adjacent planning and design efforts.
- Maintain collaborative relationships with City and partner organization staff.
- Scrutinize planning efforts and work with Director to provide feedback that ensures alignment with Waterloo Greenway vision and mission.



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- Assist Planning and Design and Engagement Departments with internal and external stakeholder outreach.
- Coordinate comments and internal and external meetings as it relates to adjacent planning efforts.
- Support Director of Planning and Design with presentations and communications to Planning and Design Committee, District Planning and Policy Committee, and Waterloo Greenway Board of Directors.
- Support Planning and Design Team with administrative functions including scheduling, meeting notes, presentations and meeting materials.

## III. EDUCATION AND EXPERIENCE:

### Minimum Qualifications:

- Bachelor's Degree in Planning, Urban Studies, Public Policy, Architecture or related field of study
- Experience working or engaging with public planning processes such as: comprehensive plans, small area plans, land development codes, or similar

### Preferred qualifications

- 1+ years of professional experience in Urban Planning, Public Policy or Urban Design fields
- Experience working with governmental agencies or institutions

## IV. KNOWLEDGE, SKILLS, & ABILITIES:

### Knowledge:

- Google G-suite
- Microsoft Office
- Adobe Creative Suite (basic)
- Understanding of public planning process

### Skills:

- Planning process and public policy knowledge
- Excellent written and verbal communication
- Proactive communication and collaboration
- Highly organized

### Abilities:



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- Ability to work well in a collaborative setting
- Ability to read and absorb complex technical planning documents
- Ability to coordinate multiple, overlapping efforts and stay on schedule

## **V. OTHER ACCOUNTABILITIES:**

Other duties as assigned.

## **VI. PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

This job is primarily performed in an indoor office environment, requiring the candidate to remain in a stationary position over 50% of the time.

## **VII. ADDITIONAL QUALIFICATIONS & CORE COMPETENCIES:**

- Decision Quality
- Resourcefulness
- Ensures Accountability
- Collaborates
- Communicates Effectively
- Instills Trust

## **VIII. ORGANIZATIONAL RELATIONSHIPS:**

- Reports to: Director of Planning & Design
- Supervises (if any): N/A
- Supports: Planning & Design, Programs
- Peer collaboration/communicates with (internal, external): all WGC departments, design professionals, including architects, planners and contractors, City of Austin staff & elected officials

## **IX. COMPENSATION:**

Competitive annual salary dependent on experience. Full health, vision, and dental benefits. Generous PTO, vacation, and sick-leave policy. IRA with organizational match.





**X. TO APPLY:**

Qualified applicants are invited to submit resume, cover letter, and contact information for at least two professional references. Please send complete applications via email to: [jobs@waterloogreenway.org](mailto:jobs@waterloogreenway.org). Waterloo Greenway respects confidentiality relating to these submissions.

**EQUAL EMPLOYMENT OPPORTUNITY**

Waterloo Greenway strongly supports equal employment opportunity for all applicants regardless of race, color, religion, sex, gender identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, sexual orientation, genetic information, or any other characteristic protected by state or federal law.

**HIRING PRACTICES**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

