

# Project Planner / Designer

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## POSITION SUMMARY

McKenna's **Project Planners and Designers** are passionate, talented, tenacious, and creative planners and designers who want to make a difference and see their work efforts result in tangible, inspirational outcomes. Our work is purposeful and impacts people by influencing the state of the environment; ultimately, we take pride in helping to improve quality of life in our great Midwestern communities. McKenna's team members enjoy the benefits of our practice, from the diversity of projects in a diverse range of communities to our fast-paced, creative, and collaborative team culture.

McKenna team-members, including **Project Planners and Designers**, inspire those around them by displaying their positive individual approaches to solving difficult problems. Our **Project Planners and Designers** assist Project Directors and Project Managers in producing creative work products of the highest technical and graphic excellence and are responsible for demonstrating continuous professional development. McKenna **Project Planners and Designers** effectively communicate work progress to McKenna Project Directors and Project Managers, whom they also support preparing for and during public meetings. McKenna **Project Planners and Designers** work from our downtown Detroit, Grand Rapids, Kalamazoo and/or Northville, Michigan offices, and typically have between zero and three years of success in professional planning and/or design positions, whether municipal or private.

Our **Project Planners and Designers** excel at assisting on a broad range of planning and/or design projects while collaborating with diverse communities, writing and/or producing technically rich plans and/or designs, and beginning to develop meaningful relationships with local leaders. If you enjoy a fast-paced, high opportunity, collaborative work experience, with varied and satisfying engagements that help communities in our area thrive, please review full position details at [www.mcka.com/careers](http://www.mcka.com/careers) and send your resume in confidence with general salary expectations to the attention of Human Resources at [info@mcka.com](mailto:info@mcka.com).

## DUTIES

The Project Planner or Designer is committed to assisting Project Directors and Project Managers in providing on-time, on-budget planning and design work that is of the highest technical and creative quality. Specifically:

1. Serve as assistant planner and/or designer on a multitude of projects, helping to deliver creative solutions to our clients throughout the Midwest, primarily local units of government. Projects range from providing ongoing and continuing service in the areas of zoning, form-based coding, master planning, economic development, and placemaking, to special projects in planning, design, economic development, transportation, etc.
2. Work on harmonious teams of other planners and designers, mapping specialists, graphic designers, and administrative staff.
3. Assist Project Directors and Project Managers in preparing for and delivering public presentations and facilitating public meetings, including in front of municipal boards and commissions, concerned and engaged stakeholder groups, and professional peer organizations. Most often, presentations are concerning the project(s) being managed by McKenna; other times, Project Planners and Designers will assist by preparing support materials for presentations on topical and timely subjects for audiences throughout the Midwest.

4. Deliver graphically-rich work products, regardless of individual graphic skills (i.e. work with team).
5. Begin building relationships with current and future McKenna clients to increase the notoriety of the Project Planner or Designer, McKenna, and our work products, as well as to begin generating sales leads.
6. Assist Project Directors and Project Managers in preparing creative, error-free, and competitive project proposals.
7. Assist Project Directors and Project Managers in developing marketing content (white papers, social media content, eBulletins, blog posts, etc.) that establishes the Project Planner or Designer, and McKenna, as thought leaders in a diverse range of community planning and design topics.

## PERFORMANCE STANDARDS

Members of McKenna's professional planning and design team, including Project Planners and Designers, are evaluated on specific performance standards, as follow:

1. Ability to effectively and enthusiastically collaborate with clients (under supervision) and other McKenna professionals.
2. Capability to multi-task, set priorities, and work under pressure.
3. Achievement of key measurable "vital signs":
  - a. Career Development.
  - b. Client Satisfaction.
  - c. Giving Back.
  - d. Innovation.
  - e. New Work.
  - f. Productivity.
  - g. Project Manager Billings.
  - h. Project Variance.

## POSITION SPECIFICS

Successful Project Planners and Designers most often possess the following knowledge and skills:

1. A Master's degree in planning, urban design, architecture, landscape architecture, or related field.
2. Ability to respectfully function as a productive and enthusiastic member of a team, under direction of McKenna's Leadership Team, Project Directors, and Project Managers.