

Job Description

Zoning Specialist: Draft zoning compliance reports for commercial real estate transactions. The reports analyze a property's compliance with existing zoning laws with specific focus on use, setbacks, density, area, and parking regulations. Clients include lenders, insurance companies, law firms, REIT's and real estate companies. The properties being analyzed include multi-family, industrial, office, and commercial properties.

Location: Phoenix Metropolitan Area

Skills: Must be able to communicate well verbally and in writing. Writing sample required. Microsoft Word and Excel experience is a must along with the ability to conduct online research. Navigating GIS websites is an important skill.

Education/Experience: College degree required (Urban Planning degree strongly preferred if no zoning experience); post-graduate degree (Urban Planning) preferred. Real estate, planning/zoning and/or legal background required; familiarity with reviewing surveys is important and familiarity with reading appraisals and title reports is helpful; experience as paralegal or legal secretary is a big plus. The best candidate will have experience as a city/county planner or private experience as a planner.

Characteristics: Integrity; congenial; good initiative; attention to detail; ability to work independently and concentrate for long periods of time; ability to read and analyze large volumes of written information; able to work in a fast-paced, deadline driven environment; outstanding customer service.

This is a home-based, part-time independent contractor position with the possibility of becoming a full-time independent contractor position. This position would be well-suited for a motivated planner looking for 2nd job contract work, or a retired planner looking for supplemental income.

Compensation: Compensation will be based on level of experience and paid on a by-report basis.

Please send resume or letter of interest to rshaw@prozoningreports.com. Our website is www.prozoningreports.com.