



## Temporary Job Opening

**Job Title:** Temporary Planning and Urban Design Coordinator

**Last Date Revised:** November, 2018

**Reports to:** Vice President, Planning

**Period:** December 2018 - April 2019 (flexible 30-40 hour/week schedule)

**FLSA Status:** Non-Exempt

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The Austin DMO, Inc. (d/b/a Downtown Austin Alliance) is a non-profit, 501(c)(4) corporation dedicated to increasing the value and vitality of downtown Austin. The organization is engaged in a myriad of projects and issues that contribute to the safety, cleanliness, accessibility, and appeal of downtown Austin for the enjoyment of residents, employees, and visitors. Broadly speaking, the organization's vision and voice are manifest in two primary ways. The first way is through advocacy and engagement in planning decisions that impact downtown. The second way is through direct services that supplement city services of cleanliness and safety. The areas of focus include promoting economic development, recruiting appropriate retail businesses, improving access and mobility, addressing key safety and cleanliness issues, partnering to revitalize parks and green spaces, and fostering the success of arts, entertainment, and cultural events and programs in downtown Austin.

### Purpose of Position

This is a temporary hourly position that will support a variety of planning, design, and development projects that help to create a vibrant and livable downtown Austin. The position will support a small planning and urban design team within the organization, and will work closely with research, mobility, communication, and other team members within the organization, as well as with external partners such as the City of Austin and Waller Creek Conservancy. Broadly speaking, planning is a highly collaborative field providing big picture thinking about efficient and effective development and use of land, environmental protection, public interest and welfare, and design of environments. It involves the creation of visions, goals, and plans, and requires analysis, consultation and strategies based on multi-disciplinary expertise and knowledge of best practices, theories, methods, and processes. Whereas, urban design is the process of designing and shaping the built environment in a comprehensive context (groups of buildings, streets, public spaces, neighborhoods, districts) with the goal of making the place more functional, attractive, and sustainable.

As such, this position assists and supports efforts to advance exemplary planning, design, and development initiatives and projects to create, preserve, and enhance the value and vitality of downtown Austin. The position will help to shape and transform the use and character of places, districts or neighborhoods within downtown, generating positive change (investment and revitalization) and measurable results. This is a unique opportunity to be involved in all aspects of the planning and design

process, from project scoping to implementation and evaluation of success. The Downtown Austin Alliance plays many roles in planning and design, including serving as the owner/lead developer of projects and partnering with the city and others on projects.

**Essential Job Responsibilities**

<ul style="list-style-type: none"> <li>• Review and analysis of existing and emerging municipal and private planning and design efforts such as Imagine Austin, Downtown Austin Plan, CodeNEXT, Waller Creek Vision, Texas Capitol Complex Master Plan, South Central Waterfront Initiative, UT Austin Medical Campus Master Plan, Brackenridge Campus Master Plan, and similar.</li> <li>• Prepare documents, reports, presentations, meeting notes, and other materials to support planning and design projects to support the long-term vision and strategy for downtown.</li> <li>• Develop maps, images, plans, illustrations, and graphic communication tools to support planning and design strategies/initiatives and visually communicate the brand.</li> <li>• Identify and conduct project-specific research and analysis, working collaboratively with Director of Research &amp; Analysis.</li> <li>• Assist and collaborate on the development of Downtown Alliance led projects and strategies including district and corridor plans.</li> <li>• Assist and help create project and district design standards that promote best practices and urban design principles that support public health, sustainability, vibrancy, walkability, multi-modal transportation, flexibility, resiliency and climate protection.</li> <li>• Develop and implement public engagement efforts including meetings, workshops and online engagement.</li> <li>• Lead internal and external project meetings.</li> <li>• Work closely with public, private and nonprofit partners to successfully execute projects.</li> <li>• Assist with the management of Downtown Austin Alliance committees and committee work plans.</li> <li>• Assist with the coordination efforts of projects and multi-disciplinary teams.</li> <li>• Attendance at some evening and weekend meetings may be required.</li> </ul>	95%
<p>Contribute to the efficiency of the organization by performing other duties and participating in special projects, as assigned.</p>	5%
	<b>100%</b>

**Minimum Job Qualifications**

**Education**

- Bachelor’s or Master’s Degree in Urban Planning, Landscape Architecture, Architecture, or related field. Masters degree preferred.

**Experience**

- 0-5 years or more experience in Urban Planning, Landscape Architecture, Urban Design, Architecture or related field.

**Certifications / Additional Job Requirements**

- Certification through American Planning Association (APA/AICP), American Institute of Architects (AIA) or American Society of Landscape Architects (ASLA) (optional/preferred)

## Competencies and Skills

Strong working knowledge of planning and urban design process, principles, and current best practices in cities and downtowns. Knowledge of urban spatial structures and physical design models.
Ability to think comprehensively about city and region, while also focusing on the details of a site or district scale.
Knowledge of federal, state and local land use and planning legislative frameworks. Ability to read and apply zoning code and land use regulations.
Conduct research and gather data from a variety of sources. Ability to analyze data to identify trends and report findings.
Knowledge of planning methods, urban design principles and development feasibility.
Ability to read architectural plans and graphics.
Strong visual communication, reporting, presenting and writing skills.
Familiarity with real estate development and community development issues, local government structure, civic agency operations, and advocacy processes.
Strong project management skills and the ability to complete projects on time and budget.
Experience with land use projections, scenario planning and other modeling tools.
Strong working knowledge of planning and design visualization tools such as: Adobe Suite, Sketchup, ArcMap, ArcGIS, MySidewalk, Mapbox, Google Earth and Google Maps.
Strong knowledge of public engagement processes and ability to facilitate groups and meetings.

## Knowledge Required

- Self-motivated and collaborative.
- Strategic and creative thinking.
- Highly organized; able to manage multiple projects and deliverables, and balance priorities.
- Able to work effectively in teams, lead teams and organize team meetings.
- Ability to listen to a diversity of viewpoints and constituencies.
- Experience in developing and managing collaborative partnerships.
- Ability to develop strategies, problem solve, and take appropriate action with minimal direction.

## Physical & Sensory Demands of the Position

Physical, sensory and mental requirements necessary to perform this job

<b>Seeing</b>	Yes	<b>Driving</b>	No	<b>Judgment</b>	Yes
<b>Perceptions</b>	Yes	<b>Pushing/Pulling</b>	No	<b>Decision Making</b>	Yes
<b>Hearing</b>	Yes	<b>Communications</b>	Yes	<b>Understanding</b>	Yes
<b>Speech</b>	Yes	<b>Verbal</b>	Yes	<b>Problem Solving</b>	Yes
<b>Dexterity</b>	No	<b>Reading</b>	Yes	<b>Directions</b>	Yes
<b>Movement</b>	Yes	<b>Writing</b>	Yes		<input type="checkbox"/>
<b>Climbing</b>	No	<b>Clerical</b>	Yes		<input type="checkbox"/>
<b>Lifting/Carrying</b>	No	<b>Analysis</b>	Yes		<input type="checkbox"/>
<b>- # of lbs.</b>		<b>Comprehension</b>	Yes		<input type="checkbox"/>

## Job Description Approvals

Management: \_\_\_\_\_ Date \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date \_\_\_\_\_