Planning & Zoning Analyst -- Level I
Tempe, AZ

Summary
This position requires high attention to detail and a diligent, self-motivated work ethic to manage daily workflow of planning and development-related cases throughout Maricopa County and South Florida. Candidate must demonstrate the ability to think critically in order to distill pertinent project and property information for a varied audience.

Essential Functions
- Identify, research, and report on planning and zoning related projects, land use, policy, and design related to commercial property development;
- Develop a thorough understanding of the entitlement process for municipalities in Maricopa County and South Florida;
- Analyze staff reports, agendas, applicant submittals and site designs to create succinct project descriptions;
- Contact City Planning staff members for project information;
- Effectively communicate technical information to customers in written format;
- Maintain an organized and reliable database of project information.

Essential Skills & Abilities
- Extremely organized;
- Familiarity with the planning and zoning process is desired;
- Familiarity with Google Drive products (Sheets, Docs, etc);
- General understanding of commercial real estate.

Education and Experience
Bachelor's degree is preferred.

About Vizzda
Vizzda provides the most up-to-date and detailed information related to commercial real estate and land development in Greater Phoenix and South Florida. This information is utilized by a wide-audience of users including real estate agents, brokers, investors, lenders, appraisers, contractors, developers, municipalities, government organizations and more. Vizzda's work is performed via an interactive mapping system that allows customers to track property sales and new projects in real-time.

Interested candidates should submit a cover letter and resume to kthompson@vizzda.com.