



OCTOBER 5, 2011

Senior Environmental CEQA/NEPA Project Manager

The Planning Center|DC&E is seeking a highly qualified Senior Environmental CEQA/NEPA Project Manager.

The ideal candidate will be an experienced project manager with 10+ years experience in preparing and processing environmental documents to comply with the California Environmental Quality Act (CEQA) and/or National Environmental Policy Act (NEPA). We are looking for someone with a proven track record of accomplishment, including project management, technical writing, research, public speaking, and business development. CEQA/NEPA compliance will encompass a diverse range of private- and public-sector development projects (e.g., schools, stadiums, commercial centers, mixed-use development, TOD), policy plans (general plans, specific plans, etc.), and infrastructure projects (road, flood control, etc.). Key tasks and responsibilities include:

- Project management, including client and team coordination, budget and schedule preparation and adherence.
- Preparation of CEQA/NEPA documents, including technical writing and analysis, review and quality control.
- Staff supervision and mentoring.
- Business development including strategic planning, development of client relationships, and proposal preparation.
- Public speaking, meeting and public hearing attendance.

Position requires strong communication, writing and analysis, and computer skills. We are looking for someone energetic and creative who shares our sense of purpose and mission.

We offer a competitive salary, generous benefits, and a casual work environment. The selected candidate will work from our corporate headquarters office in Santa Ana.

The Planning Center and Design, Community & Environment (DC&E) merged in March 2011 and provide planning and design services throughout California and the Intermountain West.

Please apply online at www.planningcenter.com (Join Our Team). Include a cover letter with the subject line "Senior Environmental Planner (calapa)," your resume, and salary requirements and/or history as a PDF attachment.

The Planning Center|DC&E is an equal opportunity employer.