

## **Assistant Project Manager Position (Full-Time)**

### **Overview**

Irvine & Associates, Inc. is a land use consulting firm that specializes in providing entitlement and zoning services to the real estate development community, including non-profit organizations, investors, land use law firms, individual homeowners, etc., within greater Los Angeles. Irvine & Associates, Inc. provides the following services: zoning and land use due diligence, preparation and processing of land use entitlements, project management, government and community relations, as well as representation at public hearings, community outreach, and government agency meetings.

### **Assistant Project Manager Responsibilities**

- Prepare and process discretionary land use entitlements, primarily within the City of Los Angeles. As necessary, manage project teams, including Clients, Architects, Civil Engineers, Traffic Consultants, CEQA Consultants and others.
- Obtain property records from various online and City locations.
- Prepare zoning feasibility analysis reports specific to Client or project needs.
- Assist with project team meetings, team conference calls, and meetings with government officials.
- Provide preparation efforts for public/community stakeholder meetings and public hearings.
- Prepare and process building permits with the City of Los Angeles.

### **Qualifications**

- Demonstrated understanding and working knowledge of the Los Angeles Municipal Code (LAMC), Subdivision Map Act, California Environmental Quality Act (CEQA) and other related City Policy or standards.
- Familiarity with reading and interpreting architectural plans.
- Familiarity with accessing and interpreting the City of LA's ZIMAS and building records.
- Ability to manage several active projects simultaneously.
- Strong verbal and written communication skills;
- A motivated self-starter with a high level of personal integrity and business ethics who thrives in a team environment;
- A demonstrated ability to interact with, and develop, long-term relationships with clients and other business partners;
- Excellent time management, communication, organization and personal effectiveness skills, as well as good computer skills, including proficiency with Microsoft Office (including Word, Excel, Project) and web-based project management tools.

### **Education/Experience:**

- Minimum Bachelor's degree in a related field, such as Urban Studies & Planning, Architecture, Engineering, and/or Political Science.
- Minimum 1 year project management experience in land use, urban planning, real estate development or related field required.

Qualified candidates must email resumes to [Jobs@Irvineassoc.com](mailto:Jobs@Irvineassoc.com)