



**POSITION DESCRIPTION:  
ASSISTANT PLANNER**

**POSITION PURPOSE**

Assistant Planners support more senior planners in providing professional planning services to clients. Assistant Planners must learn to think analytically about the best way to use and develop urban resources, maintain the health of communities, and work to protect the environment from serious hazards. This position is an entry-level professional position with responsibility for research and assisting in preparing technical documents. This position is essential in building a strong foundation of understanding of the planning profession. Although assignments at this level are usually limited in scope, responsibilities grow as breadth of knowledge increases.

**WHAT YOU'LL DO**

ESSENTIAL TASKS AND RESPONSIBILITIES

- Assist in preparing applications for entitlements
- Research local ordinances, regional and state requirements, transportation studies, and similar issues
- Assist with conducting planning studies and assessments of human, physical, natural, and economic resources for inclusion in land use and other plans
- Compile and analyze data (i.e., demographic, economic)
- Accompany planning staff on field site visits to gather facts and conduct investigations
- Compile data and information for public presentations
- Assist with GIS data research and analysis
- Assist in field work necessary to complete NEPA and CEQA documentation, gather facts, and conduct investigations
- Assist in preparing noise, air modeling, land use, and socio-economic studies
- Research local, county, state and federal ordinances and regulations guiding planning and development of subdivisions, public work, and other land uses
- Draft maps and portions of documents in support of NEPA and CEQA requirements
- Other duties as assigned or as needed in order to successfully complete project deliverables or meet internal goals

**WHO WE NEED**

ESSENTIAL SKILLS AND ABILITIES

- Ability to organize research, collect and analyze data, generate and evaluate alternatives, reach logical conclusions, and formulate consistent recommendations
- Ability to compose project reports and other technical documents
- Ability to take direction and use initiative to complete tasks without direct supervision
- Basic knowledge of GPS and GIS applications are a plus
- Proficient in MS Word and Excel
- Quantitative analysis skills
- Ability to work in a team environment
- Critical thinking skills
- Technical writing skills
- Ability to sit and stand for long periods
- Strong ability to communicate well (in writing and verbally) with other staff, clients, and agencies to accomplish team goals
- Visual acuity and manual dexterity
- Ability to perform repetitive wrist and hand motions required



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- Ability to travel to field sites and walk long distances may be required on occasion

**PREFERRED SKILLS AND ABILITIES**

- Drive to be helpful to internal team members and external clients
- Ability to create strong relationships, including one of a mentor/protégé capacity
- Able to remain flexible with the ever-changing workload, working conditions and project/agency requirements
- Ability to drive one’s own career path, develop relationships with mentors, and seek opportunities for growth
- Well organized and unafraid to work against a deadline
- Proven self-motivation

**EDUCATION**

- Bachelor’s degree in land use, urban, regional, or city planning, community planning, landscape architecture, geography, or related field
- Knowledge of basic purposes and functions of planning division, methods in designing research studies and identifying and utilizing data sources
- Knowledge of title reports, tentative maps, entitlements, a plus

**EXPERIENCE**

- One (1) to three (3) years’ experience in planning (or comparable education), especially in the areas of transportation, socioeconomics, environmental planning, and land use

**ORGANIZATIONAL RELATIONSHIPS**

The Assistant Planner provides support to the all members of the planning discipline. Assistant Planners are assigned to a Group Leader. The Assistant Planner is encouraged to create a mentor/protégé relationship with one or more senior members of the planning team. Assistant Planners are expected work with both planning and bio team members throughout the entire firm in order promote our “One Company” philosophy.

I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION ABOVE	
PRINT:	DATE:
SIGNATURE:	SUPERVISOR/HR: