



**POSITION DESCRIPTION:
ASSOCIATE PLANNER**

POSITION PURPOSE

Associate Planners must 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 characterized by increasingly specialized knowledge of the planning field and a more elevated level of required duties and responsibilities compared with the Planning Assistant. The Associate Planner is expected to possess in-depth knowledge within one or more planning specialties such as economic development, comprehensive planning, or environmental planning. This position is a professional position with responsibility for compiling and interpreting complex data, then utilizing the information to prepare technical documents including General Plans and Specific Plans. An Associate Planner is a team member who works with direction from his/her supervisor and expresses a higher level of independence than an Assistant Planner by performing more complex tasks with less direct oversight.

WHAT YOU'LL DO

ESSENTIAL TASKS AND RESPONSIBILITIES

- Gather, compile, and analyze data on economic, social, and physical factors affecting land use
- Research local and county ordinances, regional and state regulations, and transportation studies
- Assist in developing recommendations affecting land use, environmental, public utilities, community facilities, housing, and transportation to control and guide development
- Assist in preparing, coordinating, and facilitating public involvement and consensus-building meetings and workshops
- Visit field sites to gather facts and data, and conduct investigations
- Review reports, data, and/or entitlement applications completed by other staff
- Prepare technical memoranda, meeting minutes, transmittals, presentations, and other written materials
- Compile, analyze, and prepare data and other materials for proposals and proposal presentations
- Assist in preparing noise, air modeling, land use, and socio-economic studies
- Conduct and oversee research and documentation in support of NEPA and CEQA document preparation, and technical planning studies
- Perform environmental analysis and coordinate permitting and other issues with agencies
- Perform various planning tasks which may require interpretation or coordination of complex components (i.e., policy interpretation, habitat restoration, client specifications, etc.)
- Develop recommendations affecting environmental issues associated with land use
- Provide input and creative solutions to assist in solving those issues that may conflict with the client's initial project plans
- Provide input on EIRs, EAs, and other technical documents
- Interpret, compose, and review Categorical Exclusions, EAs, EIRs, and other documents
- Draft maps, utilizing GIS, in support of NEPA and CEQA documents
- Assist in teaching junior staff
- Other duties as assigned or as needed in order to successfully complete project deliverables or meet internal goals



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WHO WE NEED

ESSENTIAL SKILLS AND ABILITIES

- Ability to develop plans for utilization of land and physical facilities of cities, counties, and metropolitan areas, applying planning principles and practices
- Ability to develop creative solutions to project issues
- Ability to take direction and use initiative to complete tasks without direct supervision
- Ability to organize, collect, and analyze data, generate and evaluate alternatives, reach logical conclusions, and formulate consistent recommendations as necessary
- Ability to compose project reports and other technical documents
- Knowledge of GPS and GIS applications
- 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
- 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 required.

EXPERIENCE

- Two (2) to five (5) years of experience in planning, transportation, and/or socioeconomics (or MA/MS plus two (2) years' experience)

ORGANIZATIONAL RELATIONSHIPS

The Associate Planner collaborates with all members within the planning discipline. Associate Planners report to a Group Leader/Branch Manager. The Associate Planner is encouraged to create a mentor/protégé relationship with one or more senior members of the planning team and may be



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asked to act as a Teaming Advisor for junior staff. Associate Planners are expected work seamlessly with planning team members, as well as team members from other disciplines 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: