

Full Job Description

JOB TITLE: Assistant or Associate Planner

LOCATION: Fresno, CA



We are looking for a highly motivated entry-level Assistant Planner (no or limited experience) or Associate Planner (1-2 years of experience) to join our team. We have both private and public agency clients which allows for opportunities for growth and keeps the work interesting and exciting. We are a small but growing planning division that needs assistance to keep things growing. Come join us and experience a laid-back, but hard-working team of professionals who make it a priority to serve our clients and empower our staff.

Job Responsibilities:

- Provides support to a small team of planners and engineers.
- Assists staff in collecting and preparing data for various planning projects.
- Conducts field work, collects parcel data and searches land records.
- Prepares maps and planning reports of limited or variable complexity.
- Produces sketches and renderings of limited or variable complexity.
- Assists planning staff at meetings.
- Conducts basic office functions as needed, such as data entry, file management, and customer service.

Qualifications & Experience:

Preferred Qualifications:

- Basic understanding of planning principles.
- Competency in various computer software programs, such as Microsoft Office and Internet applications.
- GIS and CAD skills a plus, although not required.

Key Attributes:

- Strong written and oral communication skills.
- Strong research and analytical skills.
- Motivated self-starter able to work independently.
- Ability to work effectively in a team environment.
- Flexibility and desire to work on varying planning projects.

Education:

Relevant coursework in the planning field along with an interest in the planning profession is required. Degree or working towards degree in Urban Planning, Geography, Political Science or related field is highly desired. No experience required for the Assistant Planner position. 1-2 years of experience required for the Associate Planner position.

Work Location: Fresno, CA

Job Type: Full-time

Benefits:

- Paid time off.
- Medical, dental & vision insurance.
- Life insurance and disability benefits.
- Generous 401(k) + matching.
- Onsite gym.
- Quarterly and annual company events.

Schedule:

- 8-hour shift
- Monday to Friday