



1672 Donlon Street
Ventura, CA 93003
Local 805 654-6977
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JOB DESCRIPTION

PLANNER I

Overall Responsibilities:

Under general supervision, individual will assist the Land Planning discipline in research, application processing, report writing and exhibit preparation. Primary duties are as follows:

- Assist in preparation of site concepts for projects
- Train in rough grading concepts for site plans
- Perform area calculations, determine land use data for projects
- Perform research and regional land use studies
- Complete applications and process permits through agencies under supervision
- Meet with clients and/or agencies, as required
- Utilize skills for marketing including preparation of marketing materials on request

Reporting Relationship:

Planner I will report to Vice President Planning Services and Company President.

Expectations & Qualities:

Individual will maintain effective working relationships with principals, company staff and agency personnel. Individual must establish credibility with clients and be able to represent client's point of view at meetings. Individual must possess excellent graphic skills, writing and communication skills. Must have excellent organizational skills. Individual must be self-motivated and be a team player. Individual must be an efficient problem solver. Must be able to produce high-quality correspondence, concise reports, and meaningful spreadsheets. Individual must be self-motivated and a team player.

Experience:

Individual must have a Bachelor's Degree from an accredited University in Planning or a directly related field. Experience using MS Word and Excel, Adobe Programs, AutoCAD and ArcGIS software programs and have the ability to create meaningful exhibits is preferred. Familiarity with zoning and planning standards is expected.