



1672 Donlon Street  
Ventura, CA 93003  
Local 805 654-6977  
Fax 805 654-6979  
www.jdscivil.com

## JOB DESCRIPTION

### PLANNER II

---

Pay Scale: \$40.00 - \$55.00

Schedule: Monday to Friday, 8AM-5PM; possible 9/80 schedule

#### **Overall Responsibilities:**

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

- Perform area calculations, determine land use data for projects
- Perform research and regional land use studies
- Complete applications, including site plan design, and process permits through agencies
- Meet with clients and/or agencies, as required
- Work with agencies we have contracted with for on-call planning services
- Prepare proposals under supervision of senior planning staff

#### **Reporting Relationship:**

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

#### **Expectations & Qualities:**

Individual will maintain effective working relationships with principals, JDS 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. Must be able to manage smaller scale projects and project budget under the supervision of senior planning staff. Must understand scope of work and be able to delegate tasks to others while managing their budget and timing.

#### **Experience:**

Individual must have a Bachelor's Degree from an accredited University in Planning or a directly related field. Individual should have a minimum of 2 years work experience in land planning with a private firm and/or governmental agency. Must have experience using MS Word, Excel and Adobe Programs. Experience using AutoCAD and ArcGIS software programs is desired. Familiarity with CEQA and zoning and planning standards is expected.