



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

## **JOB DESCRIPTION**

### **PLANNER III**

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Pay Scale: \$42.31 - \$71.74

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

#### **Overall Responsibilities:**

Individual will be required to assume project management responsibility, perform planning research, perform plan preparation and review, attend meetings, prepare and submit project applications and administer contracts. Primary duties include, but are not limited to:

- Prepare site concepts and site plans for projects
- Perform area calculations, determine land use data for projects
- Meet with clients and/or agencies as required
- Prepare reports and germane correspondence as required
- Familiarity with pertinent agency documents and ordinances
- Complete applications for submittal, including detailed project descriptions, and process permits
- Presentations at Public Hearings
- Coordination of outside consultants as may be required
- Assist in marketing efforts of company and procurement of new work
- Prepare proposals in consultation with Vice President of Planning Services
- Review and approve project invoices in consultation with Vice President of Planning Services

#### **Reporting Relationship:**

Planner III 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. Must establish credibility with clients and be able to represent client's point of view at meetings. Individual must be able to produce high-quality correspondence and concise reports. Must have excellent organizational, oral and written skills. Individual must be self-motivated and also be a team player. Individual must be able to manage multiple projects, project budgets and project timelines.

#### **Experience:**

Individual must have a Bachelor's Degree from an accredited University in Planning or a directly related



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field. Individual should have a minimum of 5-year experience in land planning with a private firm and/or governmental agency. AutoCAD and GIS experience is a plus, but not required. Expertise with zoning ordinance and general plan interpretation, and CEQA is required. AICP certification desirable.

**Benefits:**

- Medical/Dental/Vision Plans
- 401(k) Retirement Plan + company matching
- Profit Sharing
- Cash Bonus Incentive Plans
- Paid Vacation
- Paid Sick Time
- Paid Holidays
- Tuition & Education Reimbursement
- Flexible work hours