



TAHOE REGIONAL PLANNING AGENCY

JOB TITLE: Assistant /Associate Planner
 FLSA STATUS: Non-Exempt
 REPORTS TO: Current Planning Division Manager
 PAY RANGE: PL1 (Assistant) / PL2 (Associate)
 SALARY RANGE: PL1 \$43,200 - \$64,800 / PL2 \$54,897 - \$82,346
 Application Deadline: Open until filled
 Job Length: One Year
 Working Conditions: Majority of time in office / part time remote

TAHOE REGIONAL PLANNING AGENCY

The Tahoe Regional Planning Agency (TRPA)—created in 1969 by a Compact between the states of Nevada and California, then ratified by the U.S. Congress—protects and restores the environment of Lake Tahoe. The Agency is the nation’s first and oldest Bi-State regional environmental authority. TRPA is a one-of-a-kind organization; not purely federal, state, or local, but a unique hybrid organization. The Agency works at the intersection of private and public interests to protect and restore Lake Tahoe, its environment, and its communities for generations to come.

ESSENTIAL FUNCTIONS OF THE ASSISTANT/ASSOCIATE PLANNER

The position may be filled at either the Assistant or Associate Planner level. Essential functions will be similar, but with a greater degree of independent decision-making and responsibility at the Associate Planner level. The Assistant or Associate Planner is a key position under the direction of the Current Planning Manager. The Assistant or Associate Planner is responsible for leading or supporting a wide variety of planning initiatives.

The Assistant or Associate Planner assigned to Current Planning is expected to work with customers at the public service counter, over the telephone, and through e-mail to answer questions and provide solution-oriented advice, work with applicants to ensure their projects implement adopted plans by meeting code requirements while also helping to effectively and efficiently guide them through the environmental review and permitting processes, and to work directly or through memoranda of understanding with partner organizations to help them implement adopted plans. Extensive contact with the public is required.

The Assistant or Associate Planner will be responsible for consensus building and facilitating the development of practical solutions to controversial policy and planning issues. The Assistant or Associate Planner should have the political acumen needed to present information about controversial issues in a professional and objective manner. Assistant and Associate Planners must clearly and accurately convey complex information to outside stakeholders as well as possess the intelligence and willingness to

traverse vigorous public debate, seek solutions in the face of dissonance, and invite and organize collaborative results.

SPECIFIC RESPONSIBILITIES OF THE ASSISTANT /ASSOCIATE PLANNER

- Review plans and ordinances for consistency with the Regional Plan and evaluate potential environmental impacts.
 - Directly or through memoranda of understanding collaborate with partner organizations to help them implement adopted plans.
 - Work with applicants to ensure their projects implement adopted plans by meeting code requirements while also helping to effectively and efficiently guide them through the environmental review and permitting processes.
 - Assist customers at the public service counter, over the telephone, and through e-mail to answer questions and provide solution-oriented advice.
 - Manage assigned projects including effectively scoping, scheduling, planning and executing projects.
 - Act in a manner consistent with TRPA's goals and objectives as developed by the Governing Board, while providing service of the highest level to our customers- both internal and external.
 - Build and maintain strong relationships with local jurisdictions, environmental organizations, business interests, and other agencies.
 - Use sound judgment to determine when to make independent decisions and when to seek direction from management or other staff.
 - Work on special projects or perform other duties as required.
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JOB REQUIREMENTS AND QUALIFICATIONS

ASSISTANT PLANNER REQUIREMENTS

Education/Training and Experience

- Bachelor's Degree in planning, public administration, urban and regional economics, engineering, environmental science or a related field. Master's Degree is desired, but not required.
- AICP certification desired, but not required.

Knowledge and Skills

- Ability to interact with the public in a positive, non-confrontational manner. Capacity to manage conflict to an effective and positive outcome.
- Excellent organizational and record-keeping skills. Has oversight and responsibility for project approval of multiple complex projects. Effectively interprets data dealing with complex problems and situations. Demonstrates critical thinking and analysis capability, synthesizes complex facts and issues in order to propose successful solutions tailored to competing interests.
- Has the organizational savvy to build allies and relationships across the Current Planning Division, other TRPA divisions and programs and partner agencies.
- Uses allies to build consensus and create results, is appropriately diplomatic, understands others' roles and perspectives, and promotes projects and ideas across the Division, Agency and the Tahoe Basin.
- Able effectively to influence and motivate via oral and/or written communication. Demonstrates the willingness and availability to represent the Current Planning Division, and /or the Agency at public events and meetings as needed.
- Demonstrates initiative and personal motivation to be successful in the challenging and stimulating environment of the Tahoe Basin.

- Proficient in Microsoft Office, Outlook and Adobe Acrobat. Working knowledge of GIS and experience with other computer database programs.

ASSOCIATE PLANNER REQUIREMENTS

Education/Training and Experience

- Bachelor's Degree in planning, public administration, urban and regional economics, engineering, environmental science or a related field. Master's Degree is desired, but not required.
- Three years of increasingly responsible experience in planning including long range planning, transportation planning, environmental planning, and/or current planning work. Master's Degree may be substituted for 2 years of experience.
- AICP certification desired, but not required.

Knowledge and Skills

- Excellent written and verbal communication skills.
 - Experience and training with GIS programs.
 - Knowledge of and experience applying planning principles and methodologies.
 - Knowledge of environmental impact analysis principles and methodologies.
 - Training or experience with group facilitation techniques.
 - Ability to understand and interpret the TRPA Code of Ordinances and ordinances of other jurisdictions.
 - Good listening and interpersonal skills, and ability to build strong relationships with a variety of constituents inside and outside the agency.
 - Strong relationship building, interpersonal, and influence skills in dealing with all levels and ability to quickly establish credibility and working relationship.
 - Comfort operating in fast-paced environment and meeting deadlines.
 - Ability to work independently or in a team setting
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CORE COMPETENCIES

- Self-Development
 - Critical Thinking and Continuous Improvement
 - Collaborative Relationships and Teamwork
 - Initiative and Results Focus
 - Communication
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WORKING CONDITIONS/PHYSICAL EFFORT

- Office environment
 - Bending, stooping
 - Ability to lift 25 pounds
 - Using office equipment, computer, monitor, key board, telephone
 - ****The majority of our office is currently working remotely, but this position is required to be in the office for a portion of time per week.**
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AGENCY BENEFITS

The TRPA has a generous benefit package and includes the following:

- 27 days of Paid Time Off (PTO) per year for personal time off, with step increases up to 35 days after sixteen years of employment

- 12 days of paid holidays annually
 - Retirement Program, the Agency has three Retirement Plans:
 - Money Purchase Plan. In lieu of Social Security, the Agency contributes a dollar amount equal to 8% of the employee's annual salary toward retirement. This plan has immediate participation and 100% vesting.
 - Supplemental Plan. The Agency contributes approximately 5.54% of the employee's annual salary toward retirement.
 - 457(b) Deferred Compensation Retirement Plan (Voluntary). Employees can contribute up to the maximum allowed by the IRS.
 - Group Health Insurance. The Agency contributes 100% of employee only coverage (and subsidized dependent coverage) for our Medical (PPO, HSA), Dental, and Vision Care Plans
 - Employer Paid Life Insurance and Short-Term Disability Insurance
 - Long-Term Disability Insurance (Voluntary)
 - Medical and Dependent Care Flexible Spending Accounts (Voluntary)
 - Flexible work schedules
 - Transit / commuter passes
 - Dog friendly office - bring your dog to work!
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APPLICATION PROCESS

Please visit our website at <https://www.trpa.gov/contact/employment/> to read more about our Agency and to complete an employment application through our *Career Center*. Within the *Career Center* site, select the "Apply for Job" link. Please attach a **resume** of your qualifications, and **cover letter** describing your interest in the position **in one document** when you are completing the application.

RECRUITMENT COMMUNICATION: Human Resources may contact you at various stages of the recruitment process if you meet the qualifications for the position. This contact will be via email or phone only. Please make sure your email address and phone number are accurate.

We do not accept walk-in or hand delivered application materials nor applicant calls regarding open, pending, or closed positions.