



THE POSITION

Assistant/Associate Planner

Tahoe Regional Planning Agency and our dynamic team of professionals seeks a motivated **Assistant or Associate Planner** to provide support to TRPA's Housing and Community Revitalization Program.

Serving under the direction of a Senior or Principal Planner, the Assistant/Associate Planner will be responsible for or assist in amending Regional Plan policies, the Code of Ordinances, and local area plans to better integrate housing, equity, climate, and other environmental, community, and regional concerns into current policies; facilitating meaningful and inclusive community and stakeholder engagement; conducting GIS mapping and data analysis; conducting research, preparing staff reports, and providing meeting support; and collaborating with staff and partners to further housing and community revitalization planning initiatives.

Overall Responsibilities

- Lead or support efforts to adaptively manage planning documents, such as the Regional Plan, Code, and local area plans. This requires strong attention to detail, technical report development, and management of regular policy updates.
- Assist efforts to integrate innovations in housing, social and racial equity, climate and other environmental policies into key planning policies, including the Regional Plan, Code, and local area plans.
- Manage TRPA's income- and workforce- deed-restriction program, including issuing and updating deed-restrictions, communicating with the owners of deed-restricted units, tracking compliance, and managing contractors to conduct third-party compliance reviews and audits.
- Assist at or lead meetings with stakeholders, agency partners, and decision makers, including preparing staff reports, taking notes and preparing summaries, and following up on action items including technical analyses, research, factsheet and code development.
- Coordinate with and assist permitting and compliance staff on project permitting, regulatory interpretation, and technical code updates, particularly when related to housing, equity, and climate.
- Manage or assist with contracts, including preparing scopes of work, budgets, requests for proposals, invoice processing, and contractor oversight as necessary.
- Other duties as assigned.

Required Knowledge and Skills

- Knowledge of land use planning concepts and practices such as: the relationship between land use, travel patterns and access to opportunity; development standards; environmental regulations; zoning ordinances; housing planning and programs; policy development and implementation; inclusive community and stakeholder engagement; ability to interpret policies and regulations accurately and effectively; familiarity with public hearing processes preferred.
- Ability to produce maps and analysis using GIS.
- Familiarity with regional, general and/or specific plans and state, county, or municipal codes.

- Strategic thinking/planning skills.
- Analytical and quantitative skills; able to effectively integrate data and convey complex planning issues in understandable language.
- Strong attention to detail while maintaining focus on the “big picture.”
- Ability to recognize practical problems and use creative problem-solving skills to address them. Involve others in problem solving and decision making to gain diverse perspectives.
- Demonstrate self-development and a high degree of openness to feedback, maintain composure under stress.
- Demonstrate critical thinking and situational awareness by facilitating input on controversial topics.
- Communicate effectively verbally, in writing, and graphically; prepare and deliver high quality presentations. Experience writing land use policies and code preferred.
- Anticipate impact of own work on others within and outside the Agency and communicate proactively to anticipate and resolve issues.

Education and Experience

Minimum Qualifications: Bachelor’s degree in urban, community, or regional planning; natural resource management; public administration, environmental or public policy, or a closely related field (assistant), plus three or more years of related professional experience (associate). A Master’s degree in the above disciplines can substitute for two years of experience.

Highly Desirable:

- Degree from a planning program accredited by the Planning Accreditation Board.
- Experience with environmental review processes (NEPA/CEQA) and policy analysis.
- Experience facilitating stakeholder working groups and public engagement, particularly engagement with disadvantaged and underserved communities.
- Experience writing land use policy and code.
- Spanish language proficiency.

Physical and Mental Demands

Physical Demands: The essential functions of the position requires the mobility to work in a standard office setting and use standard office equipment, including a computer; this position may require **frequent** sitting, although **occasional** standing and walking between work areas may be required; repetitive use of both hands, light grasping with dominant hand, finger dexterity in both hands is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; ability to read printed materials and a computer screen; ability to communicate in person and over the phone or computer virtual software platform; bending, stooping, kneel, reach, push and pull drawers open and closed to retrieve and file information; **seldom** lifting/carrying, pushing/pulling of 25lbs or less.

Mental Demands: The essential functions of the position requires the ability to read and write both simple and complex material, perform simple and complex math calculations, and the ability to perform simple and complex tasks; complete forms, perform clerical tasks, analyze, synthesize and compile information, supervise, instruct and influence others; work with precision, follow instructions, meet time requirements, memorization and problem solving skills, and use of independent judgment.

Working Conditions

Work is performed in an office environment with moderate noise, lighting and temperature conditions, and no direct exposure to hazardous physical substances. Work includes use of computer equipment. Work may be performed alone, with others, around others, and with verbal and face-to-face contact. Work may include extended days.

COMPENSATION AND BENEFITS

The salary range for the Assistant Planner is \$61,069 to \$91,603. Starting pay is generally between the minimum (\$61,069) and the middle (\$76,336) of the range with some flexibility, depending on experience.

The salary range for the Associate Planner is \$67,300 to \$100,950. Starting pay is generally between the minimum (\$67,300) and the middle (\$84,125) of the range with some flexibility, depending on experience.

TRPA's excellent employee benefits package includes the following:

- 27 days Paid Time Off (PTO) annually for sick and personal time away. Accruals increase with longevity.
- 13 paid holidays annually.
- Money Purchase Pension Plan – in lieu of Social Security, the Agency contributes a dollar amount equal to eight percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to 5.54 percent of your annual salary towards your retirement. This plan has immediate participation and 100% vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100% employer- paid premiums on select employee-only coverage plans and partial coverage for dependents.
- High Deductible Health Plan with a contribution by TRPA to the employee's HSA account.
- Employer Paid Life Insurance and Short-Term Disability.
- Long-Term Disability (Voluntary).
- 457(b) Deferred Compensation Retirement Plan (Voluntary).
- Medical and Dependent Care Flexible Spending Accounts (Voluntary).
- Dog-friendly employer.

THE 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.

APPLICATION PROCESS

- **Accepting applications through Friday, August 25th.** 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.

TRPA is an Equal Opportunity Employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

All employment is decided on the basis of qualifications, merit, and business need.