



ASSISTANT LONG RANGE PLANNER

Tahoe Regional Planning Agency and our dynamic team of professionals seeks a motivated, outgoing and passionate **Assistant Long Range Planner** to provide support to TRPA's Long Range and Housing Program. This is an initial appointment for one-year with the possibility of extension dependent on funding.

Serving under the direction of a Senior or Principal Planner, this **position offers an exciting opportunity to assist in facilitating meaningful and inclusive community and stakeholder engagement through proactive public outreach via social media platforms, tabling and community events regarding critical long range and housing initiatives.**

This position will also 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; conducting GIS mapping and data analysis; conducting research, preparing staff reports, and providing meeting support; and collaborating with staff and partners to further long range planning initiatives.

Our Mission: To lead the cooperative effort to preserve, restore, and enhance the unique natural and human environment of the Lake Tahoe Region, while improving local communities, and people's interactions with our irreplaceable environment.

Primary Duties and Responsibilities:

The duties of this position include, but are not limited to:

- *Lead or support communications and outreach for the Long Range team, primarily through assisting to design and implement communications strategies for the Tahoe Living Initiative; producing and expanding the team's electronic newsletter; designing social media posts; setting up logistics for public workshops and meetings such as securing locations, food, translation, and childcare; running TRPA's booth at events such as Farmer's Market; attending and sometimes facilitating meetings with constituents and community-based organizations; assisting to design and implement a "Citizens' Academy" of workshops and webinars to build community capacity to engage on issues of concern to them; and other outreach activities.*
- 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.
- *Support efforts to adaptively manage planning documents, such as the Regional Plan, Code, and local area plans.*
- Assist with management of TRPA's income- and workforce-deed-restriction program, including communicating with the owners of deed-restricted units, conducting and tracking compliance, maintaining records, conducting research on best-practices, and other work relating to tracking and maintaining deed-restricted homes in the region.
- *Create maps using Geographic Information Systems (GIS), and assist with maintenance and tracking of housing, economics, and other datasets using GIS, the Climate Dashboard, and other tools.*
- 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.

QUALIFICATIONS:

- Ability to communicate complex planning topics to stakeholders and the public through verbal, written and graphical means; prepare and deliver high quality presentations.
- Experience promoting events or topics on social media (Facebook, Instagram, LinkedIn)
- 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; ability to organize and present disparate datasets in a cohesive narrative.
- 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.
- 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. A master’s degree in the above disciplines can substitute for two years of experience.

Highly Desirable:

- Spanish language proficiency.
- Ability to engage with diverse community groups and stakeholders, particularly engagement with disadvantaged and underserved communities.
- Strong network within the social services and planning sectors within the Tahoe Basin.
- Degree from a planning program accredited by the Planning Accreditation Board.
- Experience working with land use policy and code.



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.

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 percent vesting.
- Supplemental Retirement Plan – the Agency contributes a dollar amount equal to seven percent of your annual salary toward your retirement. This plan has immediate participation and 100 percent vesting.
- Group Health Insurance: Medical, Dental, and Vision.
- A choice of four (4) medical plans, with 100 percent 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.

Ready to make an impact with us?

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 a cover letter describing your interest in the position in one document when you are completing the application.

Applications due by Thursday, August 22nd for an anticipated start date of October 1, 2024.

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 accommodation to applicants with disabilities. If you need 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.

