TAHOE REGIONAL PLANNING AGENCY

JOB TITLE: Planning Technician
FLSA STATUS: Non-Exempt
REPORTS TO: Current Planning Customer Service Manager
PAY RANGE: Technician
SALARY RANGE: TE $40,445 - $56,914/year
JOB LENGTH: Two Years

THE 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 PLANNING TECHNICIAN
The Planning Technician position is in the Current Planning department of the Tahoe Regional Planning Agency. Customer service is at the forefront of the Planning Technician role. The Planning Technician is expected to work with customers in person, 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. Project intake will be a key role for the Planning Technician, including but not limited to reviewing incoming applications for completeness. Extensive contact with the public is required.

SPECIFIC RESPONSIBILITIES OF THE PLANNING TECHNICIAN
• Assist customers in person, over the telephone, and through e-mail to answer questions and provide solution-oriented advice.
• Work with applicants to ensure their submitted project application includes all the required documentation and checklist items required with the application.
• Process, review, and organize incoming applications by ensuring fees are paid, documents are uploaded, and applications are ready for assignment.
• Work with the current planning division manager to process assigned projects to current planning staff.
• Process payments for applications including refunds, securities, and mitigation fees.
• Review and process simple applications, including but not limited to qualified exempt activities and historic determinations by reviewing plans and ordinances for consistency with the Regional Plan.
• Provide technical support to the public for use of the website, the parcel tracker, and the online application portal.
• Assist other planners in following up with customers.
• 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 the public, 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 to aid in the success of the current planning department.

JOB REQUIREMENTS AND QUALIFICATIONS

EDUCATION/TRAINING AND EXPERIENCE
• Bachelor’s Degree in planning, public administration, urban and regional economics, engineering, environmental science or a related field, or equivalent combination of education and experience.

KNOWLEDGE AND SKILLS
• Excellent written and verbal communication skills.
• Good listening and interpersonal skills, and ability to build strong relationships with a variety of constituents inside and outside the agency.
• 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.
• Demonstrates critical thinking and analysis capability, synthesizes complex facts and issues in order to propose successful solutions tailored to competing interests.
• 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.
• Comfort operating in fast-paced environment and meeting deadlines.
• Ability to work independently or in a team setting.

CORE COMPETENCIES
• Self-Development
• Critical Thinking and Continuous Improvement
• Collaborative Relationships and Teamwork
• Initiative and Results Focus
• Communication

WORKING CONDITIONS/PHYSICAL EFFORT
• Office environment and/or remote (subject to change)
• Bending, stooping
• Ability to lift 25 pounds
• Using office equipment, computer, monitor, keyboard, telephone

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
• 13 days of paid holidays annually
• Retirement Program, the Agency has three Retirement Plans:
  o 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.
  o 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!

**APPLICATION PROCESS**

- Please visit our website at [https://www.trpa.gov/contact/employment/](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.