

# Assistant Planner

Job Location – Visalia, CA



## Assistant Planner Responsibilities:

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4Creeks is seeking an Assistant Planner to work under the direction of a Project Planner to complete various technical and non-technical tasks. The position will involve a wide range of design and analytical responsibilities to complete private and public-sector projects. Essential duties and responsibilities will be to assist in conceptual land development designs, master plan documents, research and data collection, land use application processing, environmental compliance, and report preparation.

Responsibilities for this position would include, but not limited to the following:

- Conduct research and analysis of city and county municipal codes and required planning documents for project implementation.
- Prepare master/specific plans, Conceptual design, environmental documents, and other required planning documents for various projects. Use of ACAD, Photoshop, Sketchup, In-Design are programs to be used to create the required designs.
- Create maps, analysis and implementation, web-based systems utilizing Geographic Information Systems (GIS).
- Prepare required documents, plans, ordinances as required by various Contract City Planning agreements.
- Provide required graphic design details/documents for various projects.

The ideal candidate will have working knowledge of Zoning and Subdivision Ordinance implementation and strong written and oral communication skills. Basic knowledge of Planning and Zoning Law, CEQA, site design, planning principles, and/or agency procedure is desirable.

This position will entail approximately 80% office work and 20% field work.

## Minimum Qualifications

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1. The position requires a B.S. in Urban Planning or a related field.
2. Minimum of 0-2 years of experience.
3. The ideal candidate will have high customer service ethic, ability to understand quickly to follow instructions, excellent written and verbal communication skills.
4. Experience using AutoCAD, Adobe products, ArcMap(GIS), and Sketchup is preferred.
5. Experience with Microsoft Office, including Word and Excel is required.

## Compensation

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Salary will be determined by candidate's skill and experience level and highly competitive with industry standards. Benefits package includes full employee health coverage (50% coverage for dependents), company 401(k) contribution, and performance bonuses.

## About 4Creeks:

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We are a small band of visionaries, mentors, and citizens, driven by a deeply instilled belief that together we can help solve some of the challenges we face. We're determined to play our part in inspiring a new future and rebuilding what's broken, in Central California. We call Central California home and we're committed to using all the tools and resources at our disposal to make this region known for greatness.

You'll quickly find out that 4Creeks is built on a fun, challenging and collaborative work-environment. A team-based approach is the standard we uphold, and we believe that no one person is more valuable than the other. We enjoy working together and pooling our resources to provide the best solution we can create together. As you walk through our doors we think you'll see and feel the 4Creeks difference.

## How to Apply:

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For immediate consideration; please email your resume and cover letter detailing your background, skills, and experience to **hr@4-creeks.com**. Our Human Resource Administrator will contact you promptly for initial interview coordination.