



ASSOCIATE OR SENIOR PLANNER/ANALYST

Planwest Partners Inc. is seeking an experienced associate or senior planner/analyst to join our dynamic team of professionals. This position has significant long-term potential to transition into a contract executive officer role for one or more of Planwest's LAFCo clients. The successful candidate will become part of professional teams engaged in a variety of local and regional planning projects for our clients, including assigned planning, land use, environmental, and LAFCo-related projects. For more information about Planwest, please visit planwestpartners.com. To apply, submit a resume and letter of interest to: colettem@planwestpartners.com. Position open until filled.

Experience: Advanced level Planner (Associate or Senior Level) and/or LAFCo Analyst/Deputy Executive Officer

Location: Offices at 1125 16th Street, Suite 200, Arcata CA, with remote work options possible

Position Summary: The associate or senior planner/analyst performs a variety of professional and advanced administrative and technical planning assignments and assists with preparing special studies and other multifaceted planning projects. A substantial amount of our work is for LAFCOs, including four ongoing Executive Officer contracts and a variety of other LAFCo contracts to prepare Municipal Services Reviews and Sphere of Influence (MSR/SOI) Updates.

Skills/Qualifications Summary:

- Knowledge of the Cortese-Knox-Herzberg Local Government Reorganization Act of 2000, including processing LAFCo applications and preparing MSR/SOI Updates.
- Experience in planning, zoning, land use regulations, environmental review, and other municipal planning procedural requirements.
- Strong ability to maintain schedules, keep project records, provide timely work products and lead teams.
- Excellent communication, research and analytical skills and ability to characterize project objectives, prepare reports, and formulate recommendations.
- Proven experience and competence in community outreach, facilitation and presenting at public meetings.
- Self-motivated team player with ability to work cooperatively in teams and with project partners.
- Supportive and cooperative interaction with clients, applicants, governmental agencies, and the public conveying a positive professional image.

Firm Summary: Planwest Partners Inc. specializes in community, land use, and environmental planning and LAFCo-related services. Since formation, Planwest has assisted city, county, regional and tribal governments, special districts, non-profits, and private industry in achieving their planning and management goals. We celebrated our 25-year anniversary in February 2022! Our multi-disciplinary staff comprised of — land use, municipal and environmental planners, executive officers and analysts, resource and services specialists, facilitators, spatial analysts, grant writers and administrators — offer the professional skills necessary to take projects from concept to actualization. We currently have projects throughout California and are active in CALAFCO. Planwest was recognized in 2021 as the Outstanding Associate Member by CALAFCO.

Minimum Education/Experience:

Bachelor's degree in municipal practices, environmental and/or regional planning (or related field) and five years of experience OR a master's degree and two years of experience, or equivalent education, training and experience combination which provides the knowledge, skills and abilities to perform the essential job functions.

Compensation and Benefits:

Planwest offers a competitive benefit package including healthcare, 401k contributions, paid time off, training, bonuses, and professional organization membership dues. Financial compensation reviewed annually.