

JOB DESCRIPTION



LAND PLANNER / PLANNING ASSISTANT – Agoura Hills, CA

Full-Time

General Description

Chris Nelson & Associates, Inc. is currently seeking a Land Planner / Planning Assistant at our Agoura Hills office. The ideal candidate would be capable of assisting our Senior Land Planner and project staff with preparation, review, and submission of planning applications, permits and documents. In this position you will assist the Senior Land Planner with collaborating with project management, engineers, and land surveyors in planning projects and carrying them through from inception to completion.

We conduct professional work in a relaxed environment. We are also a dog friendly office.

Responsibilities

- Assist in the preparation, review, and submission of planning applications, permits, and documents.
- Conduct research and analysis related to zoning regulations, land use policies, and environmental requirements.
- Collaborate with project managers, engineers, and surveyors to support planning projects from inception to completion.
- Assist in the development of site plans, layouts, and design concepts.
- Attend meetings with clients, consultants, and public agency representatives.
- Perform other duties and tasks as assigned by the Planning Manager.

Qualifications

- Bachelor's degree in Urban Planning, Environmental Planning, Geography, or related field is desired, but not required.
- Previous experience in planning, land use, or related field is preferred but not required.
- Strong analytical, research, and problem-solving skills.
- Proficiency in GIS software and other planning tools is a plus.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Detail-oriented with strong organizational skills.

About Us

- Top tier civil engineering, land surveying, & land planning company servicing all of Southern California.
- Culture that encourages a relaxed, yet professional work environment.
- Emphasis on employee mentorship, cross-training, and providing career advancement opportunities.

Benefits & Compensation

- Compensation rate will be determined based on role qualification and relevant experience.
- Competitive benefits including 401k, Dental, Vision, Medical, Life, Paid Holiday, Paid Time-Off, and Sick Leave.
- Opportunities for professional development and advancement within the company.
- Collaborative and supportive work environment with a focus on teamwork and employee well-being.