

Planner (017004)

About the Job

[SHN Engineers & Geologists](#) is seeking a **Planner** for our Northern California region; the individual filling this position will work from our Arcata planning office ([Streamline Planning](#)). This is a full-time position that will provide company-wide planning assistance, with an emphasis on municipal clients. This planner will also assist our clients in obtaining and administering federal and state grants and loans. This position requires formal training and experience in planning, grant writing, agency permitting, CEQA/NEPA, and public presentations for both public and private clients. SHN offers a [competitive benefits plan](#), and the opportunity to lead interesting [planning projects that benefit our communities](#). In 2016, [SHN and Streamline Planning merged](#) to better serve our clients and our staff.

QUALIFICATIONS

The ideal applicant will:

- be professional, disciplined, self-motivated and focused.
- demonstrate strong written and oral communication skills.
- thrive in a team setting with other professional and technical staff.
- demonstrate attention to detail and a reliable work ethic.
- possess a proven ability to market planning services to other professional services consulting firms (preferred skill set).
- “fit” with the culture of SHN/Streamline Planning.

DUTIES AND RESPONSIBILITIES

- In general, provide services related to planning, grant writing, agency permitting, CEQA/NEPA, and public presentations.
- Process and write current planning applications and long-range planning documents.
- Provide strategies and documentation for CEQA/NEPA compliance, particularly from a jurisdictional perspective.
- Cultivate and support good working relationships with local, state and federal agencies.
- Continue learning and being current on regulatory agency permitting requirements.
- Research and apply for grants, and administer them once obtained.

Work will primarily be in the Arcata office, but frequent interaction and personal travel to SHN’s corporate and regional offices (Eureka, Willits, Redding, Coos Bay) will be required at times.

EDUCATION/REGISTRATIONS/CERTIFICATIONS

- Bachelors or Masters degree from accredited university or college in the field of planning (regional/city/rural), geography, architecture, public policy, or related field
- Minimum of 3 years relevant experience
- Member of professional planning associations and certifications (preferred)
- Skilled at Word, Excel, Arc ESRI GIS (preferred), Photoshop
- U.S. citizenship or authorization to work in the U.S. without sponsorship
- Valid California Driver's license by hire date
- Ability to travel up to 20% of normal work hours

SALARY

This position is hourly, commensurate with experience.

HOW TO APPLY

Please submit a cover letter that addresses your qualifications and experience, and your resume to Laurie Carroll, Recruiting, at lcarroll@shn-engr.com. All inquiries will remain confidential. If you know someone that might be interested in SHN/Streamline Planning, please forward this information to them. This position is open until filled. SHN/Streamline Planning is an equal opportunity employer.