

ASSISTANT PLANNER

Mintier Harnish
1415 20th Street
Sacramento, CA 95811
Phone: (916) 446-0522

MINTIER HARNISH

Mintier Harnish is a leading land use consulting firm located in the Midtown area of Sacramento, California. Founded in 1985, Mintier Harnish specializes in land use planning, including general plans, zoning codes, housing elements, specific plans, design standards and guidelines, and special planning studies. We are a firm that embraces a diverse work culture, promotes a collaborative work environment, and offers opportunities to continuously learn and excel. At Mintier Harnish, we cultivate an environment that allows for free expression of opinions and ideas to better serve our clients and communities.

POSITION SUMMARY

Working as part of Mintier Harnish's collaborative planning team, the Assistant Planner position actively engages in critical thinking, balances project requirements and deadlines, and provides direct planning support to mid- and senior-level planning staff. Assistant Planners work in team environments with colleagues, community members, and clients. If you are ambitious, a self-starter, and eager team member, and looking to start with a company that addresses planning challenges throughout California, look no further than Mintier Harnish, where we "Plan Tomorrow Today."

RESPONSIBILITIES

- Conduct research and analysis for a variety of planning projects
- Support the preparation of reports, deliverables, and proposals
- GIS mapping and geoanalysis
- Graphic design (e.g., flyers, posters, e-blasts)
- General office support tasks

REQUIRED SKILLS AND ABILITIES

- Ability to work independently and collaboratively
- Understanding of urban planning principles and California planning law
- Familiarity with local government organizations and procedures
- Strong research, analysis, writing, organization, and communication skills
- Basic understanding and experience using the following software:
 - Microsoft Office
 - Adobe Creative Suite (i.e., InDesign, Illustrator, Photoshop)
 - GIS

DESIRED CANDIDATE QUALITIES

- **Team Player:** Works well as a member of a group
- **Enthusiastic:** Shows intense and eager enjoyment and interest
- **Dedicated:** Devoted to a task or purpose with loyalty and integrity

EXPERIENCE

0-2 years of relevant experience

EDUCATION

Minimum of a **Bachelor's Degree** in urban planning or closely related field (accredited program desired)

BENEFITS

- Desirable 4/10 flexible office/home work schedule
- Competitive compensation and generous benefit package
- 401K with employer matching
- Fully paid dental and health insurance for employee and family members
- Plus other benefits

HOW TO APPLY: Please send your resume and any relevant work samples to: **Judy Harnish, CFO, Mintier Harnish, 1415 20th Street, Sacramento, CA 95811** or email: judy@mintierharnish.com. No phone inquiries please.