

Title: **Associate Planner**
Location: Agua Caliente Band of Cahuilla Indians
Reports to: Director of Planning

FLSA: Exempt
Grade:
Job Code:

License Class:
Submit Date: 6/22/26
Supersedes Date:

Come work for the leading employer in the Coachella Valley. Agua Caliente offers a comprehensive benefit and compensation package that includes rich medical and dental benefits, a 401k plan with employer match, more than 3 weeks of paid time off per year for newly hired employees, and other great benefits like food and beverage discounts at our three casinos, fuel discounts, tuition and wellness reimbursement, plus much, more.

WHO ARE WE: The Agua Caliente Band of Cahuilla Indians is a federally recognized Indian Tribe located in Palm Springs, California, with 32,000 acres of reservation lands that spread across Palm Springs, Cathedral City, Rancho Mirage, and into the Santa Rosa and San Jacinto mountains. The Tribe currently owns and operates two 18-hole championship golf courses, 3 casinos located in Cathedral City, Rancho Mirage, and downtown Palm Springs, two world class spas, and a fuel station. For more information about the Tribe, visit www.aguacaliente-nsn.gov.

JOB DESCRIPTION SUMMARY

Under general supervision, performs a variety of professional and responsible current and/or advanced planning work. Work may include serving as staff support to one or more boards or commissions or providing project direction to others.

EDUCATION and/or EXPERIENCE

- Bachelor's degree from an accredited college or university in urban or regional planning, public administration, environmental planning/studies, geography, natural resources, or a related field.
- Associate Planner: 2 to 4 years of experience with a planning consulting firm or local/regional government.
- This position requires familiarity with the principles and practices of urban planning, applicable state and federal environmental and planning laws, city policies, regulations, and codes relating to planning, zoning, and land divisions, and an understanding of the procedures and processes of a municipal planning division. The position also requires excellent customer service skills, communication skills, and oral presentation skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

- Process applications for new developments, site plan reviews, and special use permits.

- Prepares written documents on planning matters including, but not limited to, temporary use permits, and project reports.
- Provides research, data collection and analysis; reviews and processes development applications; performs independent studies; prepares reports and recommendations; and drafts ordinances. Assignments may focus on development planning, long-range planning, code enforcement or any combination thereof as required by the Tribe.
- Performs plan checks of proposed commercial, industrial and residential projects to determine compliance and consistency with applicable Tribal codes, policies, and standards as well as approved planning permit conditions.
- Develops and maintains automated tracking systems, electronic and/or hard copy files, and records.
- Works independently to manage assigned projects, demonstrating initiative, sound judgment, and the ability to meet deadlines with minimal supervision.
- Communicate effectively both orally and in writing, exercise sound judgment, and represent the Tribe in a professional manner.

SUPERVISORY RESPONSIBILITIES

None

ACCESS TO SENSITIVE AREAS AND INFORMATION

Department Files

WORKING CONDITIONS/PHYSICAL DEMANDS

To perform this job successfully, the individual must be able to stand, move and work throughout the office area and properties, including walking up to 1 ½ mile, climbing stairs and sitting at a desk/work station for the duration of the shift. Must be able to perform light lifting, and be able to perform field inspections – take field trips to Indian Canyons. Be able to work in heat for short periods.

Must be able to grasp, bend, lift and/or carry or otherwise move goods weighing a minimum of 25 lbs. on an intermittent basis, and sufficient dexterity of hand in order to use office equipment including, but not limited to: a computer keyboard, calculator, general office equipment and multi-line telephone.