

Title: **Senior Planner**
Location: Agua Caliente Band of Cahuilla Indians
Reports to: Director of Planning and Natural Resources

FLSA:	Exempt	License Class:	
Grade:		Submit Date:	6/22/26
Job Code:		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

This position runs the day-to-day operations of the Planning Department. The position also performs project management duties as directed by the Director of Planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

- Perform reviews on environmental documents, conditions of approval, building and engineering plans, advanced and current planning services, zoning, and code enforcement.
- Coordinate assigned activities with other departments and outside agencies.
- Provide highly responsible and complex administrative support to the Director of Planning.
- Prepare detailed staff reports, analysis of project proposals and make presentations to committees and/or boards when required.
- Assist in the development and implementation of goals and objectives, policies and procedures for assigned area; establish schedules and methods for current and advanced planning projects.
- Provides guidance to junior level staff
- Assists the Director of Planning and Chief Planning Officer with special projects, as needed

SUPERVISORY RESPONSIBILITIES

Department Intern, Assistant or Associate Planner

ACCESS TO SENSITIVE AREAS AND INFORMATION

Department Files

Confidential and sensitive information

KEYS

Planning Department Office
Planning Department Files

SIGNATORY ABILITY

NA

QUALIFICATION REQUIREMENTS

This position requires strong personnel and team building skills.

EDUCATION and/or EXPERIENCE

Graduation from a four-year college is required, preferably with a professional degree in Urban Planning, Architecture, Landscape Architecture, Engineering or related field. Possession of a Master's Degree and/or AICP Certification is desirable but not required.

The ideal candidate will have a minimum of 5 years extensive, progressively responsible experience in positions providing exposure to planning, building, engineering and related activities.

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.

Typically, the individual will be housed in an office environment. The noise level in the work environment is usually moderate, but will escalate when located in the casino environment. 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.