



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Planner	<b>FLSA:</b>	Exempt
<b>DEPARTMENT:</b>	Community Development	<b>GRADE:</b>	P2
<b>REPORTS TO:</b>	Community Development Director	<b>DATE:</b>	07/10/2021

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### **SUMMARY OF JOB PURPOSE:**

Responsible for performing professional planning duties, including conducting planning studies, research and analyses; collects and presents data and prepares reports; provides information and advice to the public.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Researches, drafts, and revises comprehensive land use and development code to implement goals and policies of county comprehensive master plan.
- Develops and administers land use regulatory system within the limitations of staffing, budgets, and community acceptability.
- Designs, updates, and implements current and long range plans, amendments, and studies in areas such as natural resources, land use and transportation, public services and facilities, community design, land and subdivision development, zoning regulation and ordinances, and strategic planning.
- Researches, compiles, and analyzes data in solution of problems relating to applications, land use proposals, and county facilities and services planning.
- Develops models in support of strategic plan activities, using various analytical techniques such as economic modeling, spatial analysis and dynamic modeling.
- Collects population and demographic information from a variety of sources to produce estimates, forecasts, and other analyses.
- Updates and maintains data in support of the County's Geographic Information system database including changes in land use, zoning, master plans, parcel records, new construction and subdivision development.
- Prepares maps and other graphic materials for distribution to the general public and presentations to the Board of County Commissioners and other governing or advisory boards and agencies.
- Negotiates changes to development proposals, applications and reports; reviews tentative and final maps for subdivisions, development applications, site plans, building permits, and other planning proposals.
- Answers inquiries and mediates concerns raised by the public, developers, and interested agencies on planning issues and function; resolves issues in an efficient and timely manner; consults with developers, agencies, special interest groups and other professionals regarding planning related issues.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## PLANNER

### ESSENTIAL FUNCTIONS: (continued)

- Assists public in preparation and filing of applications for zone changes, variances, tentative maps, parcel maps, site plans and design review, special use permits and other requests for service.
- Participates and collaborates with other departments and agencies in development of master plans for multi-jurisdictional areas and functions.
- Makes presentations and recommendations before the Lyon County Planning Commission, Board of Commissioners, and other governing and advisory boards and agencies.
- Plans and facilitates workshops with other departments, committees and related entities to identify and act upon trends and issues facing the county.
- Represent the county at local, regional, state and federal committees, working groups and other community group meetings to respond to identified concerns and relay information to county officials and staff.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

#### Education and Experience:

Bachelor's degree in engineering, planning, or a related field; AND two (2) years of professional planning experience; OR an equivalent combination of education, training and experience.

#### Required Knowledge and Skills

Knowledge of:

- Land use, economic, and social implications of all aspects of land use regulation: areas of research include transfer of development rights, mining, concentrated animal feeding operations, renewable energy generation and distribution.
- County, state, and federal laws, statutes, ordinances related to community development and emergency management activities.
- Performance standards applicable to a variety of land uses, develop appropriate standards based on location, use intensity, compatibility, and community values.
- Principles and practices of urban planning and development.
- Principles and practices of cartography and population forecasting.
- Graphical information systems, AutoCAD and/or ArcView.
- Statistical analysis and mathematical concepts.
- Computer applications related to the work.
- Communicating effectively in oral and written forms.

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- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

### Skill in:

- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility.
- Design and implementing long range plans and studies concerning areas such as natural resources, land use and transportation, public services and facilities and strategic planning.
- Producing drawings, charts, graphs, and site maps.
- Performing difficult and complex review and analysis of a variety of planning and land use applications.
- Managing projects and programs.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Exercising sound independent judgment within established procedural guidelines.
- Working without close supervision in standard work situations.
- Interpretation and application of laws, ordinances, and regulations governing planning and land use activities.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Making effective oral presentations to large and small groups.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

### **REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License.

### **PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.