

Storey County Job Description

Planner I

Class Title:	Planner I
Reports to:	Planning Director
FLSA Status:	Non-Exempt
Created:	09/04/08
Last Revised	04/03/15

JOB SUMMARY

Under general direction, performs current and long-range professional planning; compiles and analyzes data; forecasts trends; presents findings and recommendations in complex reports and in public presentations; reviews site plans for code and master plan conformance; conducts field inspections and code enforcement; and carries out the goals, objectives, and policies of the county master plan and planning ordinances.

DISTINGUISHING CHARACTERISTICS

This is an entry-level professional position in the land-use planning series. The incumbent typically works under general direction of the Planning Director or his/her designee in performing a full-range of duties in land use planning and planning code enforcement field. The Planner I classification is distinguished from the Planner II and Senior Planner classification by the level of experience, education and/or certifications, and level of supervision received in the line of duties. The Planner II and Senior Planner positions may also include lead person or supervisory duties, and other managerial functions.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Receives and processes applications, plans, and fees and reviews them for completeness and conformance with policies and procedures; calculates application fees.
2. Researches, compiles, and analyzes demographic, economic, transportation, GIS, and other data; using statistics and other planning techniques, forecasts trends and develops practical solutions; prepares and presents analyses, findings, and recommendations in detailed and complex reports and graphical representations.
3. Reviews and approves site plans, surveys, maps, and other such applications; presents findings and formal recommendations for special uses, variances, abandonments and dedications, planned developments, zone amendments, master plan amendments, code amendments, and regional planning issues in accordance with policies and procedures.
4. Designs, updates, and implements short- and long-range plans related to growth patterns, housing, transportation, public services and facilities, natural resources, community design, land and subdivisions, zoning, land use regulations, and other related areas.

5. Prepares and presents findings and recommendations, and prepares and facilitates interactive workshops with the County Commission and Planning Commission, other agencies and commissions, and the public.
6. Addresses planning related inquires and mediates concerns of the public, developers, and agencies; resolves matters in an efficient, timely, and practical manner; consults with developers, agencies, special interests groups, and professionals regarding planning-related matters.
7. Inventories zoning and master plan areas and uses, population and housing, infrastructure, and parcels and subdivisions; coordinates and produces spatial overlays and maps from GIS and other map programs by combining information from a variety of sources.
8. Assists in assessing the county floodplain ordinance for conformance with FEMA floodplain management requirements; coordinates with departments to improve the floodplain ordinance and management practices; coordinates with the director or supervisor in updating floodplain ordinances and obtaining the best feasible Community Rating System (CRS) rating.
9. Engages with the county economic development team; assists in transferring knowledge to attract and enhance private enterprise and to build public-private relationships.
10. Reviews plans and inspects sites for conformance with master plan, zoning, FEMA floodplain, and other related requirements; investigates complaints and issues non-compliance and abatement notices; maintains inspection files, conducts follow-up inspections, and monitors progress; coordinates with building, fire, and other departments in fulfilling these duties. As allowed the director, this position has the authority to deem a building or structure non-compliant with planning regulations and to issue orders for stop-work.
11. Confers with developers, companies, community groups, property owners, and the public to educate and assist with the administration of codes; facilitates proactive voluntary compliance with codes; and empowers community self-help programs.
12. May represent the department and county on a variety of regional boards and commissions.
13. As needed, may respond to call-out in emergencies, other than normal working hours, as needed. For example, may respond to and actively participate in all-hazard Incident Command Systems (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans.
14. Maintains all required certifications and licenses; attends and participates in professional group sessions; stays abreast of new trends and innovations related to the field.

QUALIFICATIONS

Knowledge of

- Land use planning vocabulary, symbols, techniques, principles, and federal, state, and county regulations; Storey County zoning ordinance, master plan, and other guiding documents and principles; survey and map interpretation; field inspection practices.
- General FEMA National Flood Insurance Program (NFIP) and floodplain management regulations, programs, and practices *within the first year of hire*.
- Business and geometric mathematics to cross-check complex site plans and calculations to ensure compliance with adopted codes, and to calculate permit and application fees.
- Correct English usage including grammar, punctuation, and vocabulary.
- Basic Geographic Information Systems (GIS) including ArcInfo and ArcView (*ability to learn GIS functions within the first year of employment may be acceptable*).

Ability to

- Analyze and interpret statistical data; accurately forecast; identify, strategize, and apply alternative solutions; determine consequences; maintain conformance with goals and policies; apply practical common-sense approach to resolving problems.
- Design and implement short- and long-range forecasts and plans concerning natural resources, housing, transportation, economic development, public services and facilities, and other strategic planning elements.
- Perform thorough and accurate review of site plans, uses, policies, and field conditions; apply complex codes and regulations to practical use and under varying conditions; investigate complaints, evaluate alternatives, recommend appropriate resolutions; enforce regulations; and communicate options with firmness, tact, and ethics.
- Effectively communicate verbally and in-writing; present findings and recommendations to individuals and groups in understandable and persuasive manner; work well in a team-oriented environment; and effectively communicate with others in a variety of different emotional states, from a variety of different backgrounds, and with different education backgrounds and mental capacities.
- Maintain accurate records; exercise sound independent judgment within established guidelines; work effectively under pressure of deadlines, conflicting demands, and during emergencies.
- Operate basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office, basic AS400 systems interface; and other applicable programs and software.
- Consistently demonstrates positive attitude and progressive actions through the display of professionalism, courtesy, tact, and discretion in all interactions with coworkers, supervisors, and the public.

- Carry out and actively participate in an assortment of special and ongoing projects.
- As allowable by law, maintain and handle information in a highly confidential manner.
- Represent the department in the court of law and testify on matters pertaining to planning.
- Continue education and training to remain current on latest policies, practices, and required certifications.
- Lead others in a supportive and positive manner.

LICENSING, EDUCATION & OTHER REQUIREMENTS

- Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
 - Bachelor's Degree or equivalent with emphasis in land use planning, geography, public administration, environmental science, or a closely related field. AND
 - At least one year of increasingly responsible professional experience in land use planning, geography, public administration, environmental science, or a closely related field.
- Possess and maintain a valid Nevada Driver License appropriate for vehicles and other equipment operated.
- The ability to pass a criminal background investigation.

PHYSICAL DEMANDS

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** Strength, stamina and dexterity to sit in vehicles operating on rough roads, wildland areas, and off-road terrain; walk on uneven or slippery surfaces; frequent bending, sitting, reaching, kneeling, standing for long periods; occasional lifting of items weighing up to 25 pounds; reaching for items above the head and below the feet; visual acuity for field inspections; strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods; dexterity and coordination to handle files and single pieces of paper; manual dexterity and cognitive ability to operate a personal computer; ability to communicate via telephone and other telecommunications equipment. *In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*
- **Working Environment.** Work is typically performed indoors in an office environment where a portion of work is performed at a desk and on a computer, and work is performed in outdoor environments with intermittent to frequent exposure to a variety of extreme

weather conditions, including heat, rain, snow, cold, wind, and dust. Work is typically performed independently with reporting directly to immediate supervisor. Frequent travel by motor vehicle. Work will include periodic contact with angry and upset individuals under stressful situations. Frequent interruptions to planned work activity by telephone calls, office visitors, and response to unplanned events.

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.

Effective the 03 day of April, 2015


Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employee’s Association AFSCME Comstock Chapter dated July 1, 2013 through June 30, 2016.

Storey County Government


Storey County Employees’ Association



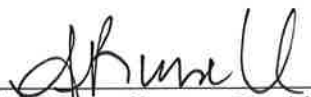
Pat Whitten
County Manager



Tobi Whitten, President
AFSCME Comstock Chapter



Austin Osborne
Administrative Officer



Alicia Russell, Vice President
AFSCME Comstock Chapter

