



JOB DESCRIPTION

JOB TITLE:	Planning Technician	FLSA:	Non-Exempt
DEPARTMENT:	Community Development	GRADE:	T1
REPORTS TO:	Community Development Director	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for performing a variety of responsible paraprofessional field and office duties in support of the professional planning staff; providing information and technical assistance to the staff and the public in the administration of specific planning programs, ordinances and processes.

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.

- Assists in the preparation of staff reports, and may prepare narrative staff reports and recommendations of limited complexity such as special use permits and variances or other less complex projects.
- Attends public meetings, assisting other planning staff as required.
- Processes Boundary Line Adjustment maps; verifies legal descriptions, easements, map jurats & certificates and format, per NRS and county code requirements; coordinates with Assessor's Office and Surveyor for correctness of legal descriptions, etc.
- Reviews subdivision and/or other maps or site plans for basic checklist requirements and may provide written and/or oral recommendations with guidance from professional planners and county engineer.
- Prepares Subdivision Maps, Parcel Maps for technical review by County Engineer; verifies easements, map format per NRS and County Code, other requirements required by approval conditions; records maps.
- Reviews zoning permit applications and submittals to assure compliance with submittal requirements and/or ordinances.
- Assists the public, applicants, citizen committees, public agencies and staff with guidance regarding zoning, split zoning issues, potential for land splits, master planning and other planning processes for various development/application types.
- Assists in interpreting and enforcing provisions of the county's zoning ordinances and other applicable federal, state and local codes, laws, rules and regulations, policies and procedures.
- Researches and compiles information on a variety of planning issues.
- Prepares area specific zoning maps, master plan maps, flood zone maps, etc. for various professionals and members of the public.
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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.



PLANNING TECHNICIAN

ESSENTIAL FUNCTIONS: (continued)

- May assist with the processing and maintenance of files for planning and floodplain development applications.
- Enters information into Interlocking system.
- Reviews status of special use permits – check property ownership, business license status and land improvements.
- 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:

High School diploma/GED; AND two (2) years of planning operations experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Statistical analysis and mathematical concepts related to the planning process.
- Terminology, symbols, methods, techniques and instruments used in planning graphics and map drafting.
- Computer applications such as Word, Excel, Interlocking, AS400, email, electronic calendars and GIS.
- Principles and practices of land use and planning and community development programs.
- Laws, codes and regulations related to activities
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Communicating effectively in oral and written forms.
- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.



PLANNING TECHNICIAN

Skill in:

- Researching, analyzing, and summarizing planning data both manually and with computer applications.
- Interpreting maps, site and building plans and specifications, graphs and statistical data.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Producing drawings, charts, graphs, and site maps.
- Research and organization of facts related to land use planning utilizing county records, county codes, state statutes and other resources
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- 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.