



## COUNTY OF NYE

### **CLASS TITLE: DIRECTOR OF PLANNING**

#### **BASIC FUNCTION:**

Under the direction of the Director of Community Development, plans, organizes, and directs the activities of the Nye County Planning Department; researches, develops and arranges the County's planning program; acts as technical advisor to the Board of County Commissioners in the development, preparation and implementation of the Comprehensive Plan and other planning policies; performs professional level work on difficult, complex and/or sensitive current, advanced or specialized planning projects; prepares agendas, compiles and analyzes data, prepares and presents staff reports and recommendations, and attends meetings relating to land development projects, policies and ordinances.

**REPRESENTATIVE DUTIES:** *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Plans, organizes and directs activities of the Planning Department, including motivation and training of technical and clerical staff engaged in the compilation, analysis and interpretation of information affecting planning and development.
2. Assigns staff specific tasks relating to the compilation of information and materials, including preparation of reports.
3. Prepares and revises ordinances relating to Planning, including such activities as division of land, zoning, flood damage protection, etc.
4. Serves as technical advisor to the Board of County Commissioners and town planning boards on planning and zoning issues, and acts in the capacity of Zoning Administrator.
5. Represents the Planning Department at public meetings and conferences with other public and private groups.
6. Coordinates private development with County, state and federal agencies.
7. Prepares and manages Federal Airport Improvement Program grants.
8. Oversees consultants, surveyors, etc. in variety of planning-related projects such as airport and flood planning study projects.
9. Prepares and monitors department budget.
10. Reviews division of land, USGS and county/town base maps and aerial photos.
11. Liaises with consultants in development of a Geographic Information System.
12. Researches and develops community planning projects; prepares agendas, staff reports and backup materials; processes zone changes and related land

use applications; prepares land use, demographic and economic studies; and may assist with front counter traffic or walk-ins.

**EDUCATION AND EXPERIENCE:**

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: graduation with a Bachelor's degree, preferably a Master's degree in planning, economics, engineering or related fields and/or work experience directly related to the duties and responsibilities of the class and supervisory experience.

**LICENSES:**

Valid Nevada driver's license to operate equipment; AICP Certification preferred.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Principal planner, planner I, planning technician, planning counter technician and secretarial support staff.

**CONTACTS:**

Department personnel, other department personnel, vendors, developers, surveyors, engineers, builders, real estate agents, attorneys, outside agencies, Board of County Commissioners, planning commissions, and the general public.

**PHYSICAL EFFORT:**

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

Normal office environment with occasional trips to development/planning sites.

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 CONDITIONS:**

Normal office environment with occasional trips to development/planning sites.