



COUNTY OF NYE

CLASS TITLE: PLANNER I

BASIC FUNCTION:

Under general direction, performs professional planning work by assisting in the research and development of individual community and neighborhood planning projects and major plans and projects, and provides analysis in the processing or zoning and planning requests. Conducts research and development in various areas of planning such as area or neighborhood planning, land use studies, planning and zoning law, impact analysis, transportation planning, subdivision development, demographic and economic studies and similar project assignments.

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

1. Research and develop community planning projects
2. Process zoning requests
3. Prepare land use, demographic and economic studies
4. Assist with general planning applications, counter traffic or walk-ins (POD duty)
5. Attend various County and/or Planning Commission meetings

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 from high school or successful completion of a G.E.D. or high school proficiency exam, Bachelor's degree in Urban Planning, geography or related field plus two (2) years full-time on-the-job training/internship, or any combination of education and experience that will provide the desired knowledge, skills and other characteristics.

LICENSES:

Valid Nevada Drivers License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May provide supervisor and work direction to planning technicians.

CONTACTS:

Nye County Assessor's office, Treasurer's Office, Clerk's Office, Recorder's Office, Public Works, Road Department, Building and Grounds Department, District Attorney's Office, various town offices, Board of County Commissioners, Planning Commission, co-workers, surveyors, engineers, developers, builders, real estate agents, and 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:

Work is performed under the following conditions: Normal office environment and occasional visits to development sites and be subjected to all kinds of weather environments.