



COUNTY OF NYE

CLASS TITLE: PLANNING TECHNICIAN II

BASIC FUNCTION:

Under general direction of the Planning Director is responsible for evaluating land division applications and land development proposals and maintains the various street naming and addressing systems and other planning related issues.

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

1. Analyzing metes and bounds property descriptions to determine whether descriptions accurately describe parcels of land in degrees, minutes, seconds and distances around the perimeter of properties.
2. Researching title of properties, easements, legal descriptions, mining claims, etc.
3. Reviews and processes division of land maps applications including preparation of correspondence to developers, surveyors, state and federal agencies.
4. Provides information to the public concerning planning related matters, including flood zones and census tracts, as requested.
5. Collects information and prepares diagrams and maps for presentations at public and private meetings.
6. Conducts site reviews of properties associated with division of land maps, road abandonment's, etc., to ensure survey markers are appropriately placed, that new parcels are suitable for their intended use, and prepares various documents and reports as necessary.
7. Makes presentations to Board of Commissioners as required.
8. Maintaining, compiling and distribution of quarterly Nye County population estimates.
9. Assigns clerical staff specific tasks in the absence of the Director Technical recording review of all Nye County division of land mylars prior to recording of official record.
10. Database management – maintenance and distribution of all recorded file maps database; including specific queries and reports for various county and public entities.
11. Processing of planning applications including Agricultural Division Exemptions pursuant to NRS requirements, Family Cemetery Designations and Landfill Maintenance Fee Waiver Requests.
12. Works independently, without daily instruction or supervision.

13. Scheduling of all planning agenda items for submittal, including wording, backup materials, GIS and Assessor's maps, diagrams, site review pictures and other necessary documents for Board of County Commissioners review and consideration.
14. Studies Nevada Revised Statutes and various ordinances and resolutions to remain current.
15. Processes street name requests and street name change requests for Board of County Commissioners review and approval.
16. Processing of Flood Damage Prevention Permits; including Control number assignment, database management of permits, flood zone determination, compliance with Nye County Flood Damage Ordinance and Procedures, Elevation Certificate review and routing to Floodplain Manager for final approvals.

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 and/or work experience directly related to the duties and responsibilities of the class.

LICENSES:

Valid Nevada driver's license.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides supervision to Planning Technician I in the performance of specific duties as described above.

CONTACTS:

Supervisor, co-workers, other department personnel, outside agencies, surveyors, developers, 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, subject to outdoor field work, measuring, walking, site reviewing applications.

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, subject to outdoor environment.