



COUNTY OF NYE

CLASS TITLE: PRINCIPAL PLANNER

BASIC FUNCTION:

Under general direction, performs professional planning work by providing analysis and preparation of planning and zoning agendas, staff reports and backup materials; provides supervision and work direction to Planner I and may provide work direction to other subordinate planning staff in the preparation of agenda items and other daily activities. Researches and develops community and neighborhood planning projects and major plans and projects. Conducts research and development in various areas of planning such as 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. Prepares planning and zoning agendas, staff reports and backup materials; and provides work direction to subordinate staff related to agenda items.
2. Researches and develops community planning projects.
3. Processes zoning requests.
4. Prepares land use studies, demographic and economic studies.
5. Prepares long range comprehensive plans, natural resources and environmental studies and plans, such as Habitat Conservation Plans (HCPs) and Multiple Species Habitat Conservation Plans (MSHCPs)
6. Utilizes the Geographic Information Systems (GIS) as a data base and tool to provide information to the public, prepare reports, and develop various planning studies.
7. Assists with general planning applications, counter traffic or walk-ins (POD duty).
8. Attends various County and/or Planning Commission meetings.
9. In the absence of the Director may be assigned to oversee daily operations of the department.
10. Assists planning staff by answering technical planning and zoning questions as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: 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 a related field plus four (4) years full-time on-the-job training/internship.

LICENSES:

Valid Nevada Drivers License.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides supervision and work direction to Planner I and may provide work direction to subordinate planning staff.

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.

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.

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

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.