



## COUNTY OF NYE

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### CLASS TITLE: ASSISTANT PLANNING DIRECTOR

#### BASIC FUNCTION:

Plans, supervises, reviews and evaluates the work of planning and technical staff; assists the Planning Director in the day-to-day work of the department; 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 attends meetings to discuss the elements of the comprehensive plan and land development policies and ordinances. Provides management support to the Pahrump Regional Planning Commission (PRPC). Acts on behalf of the Planning Director in the Director's absence.

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

1. Coordinates and assists in the preparation of: staff reports on land use actions including research, compilation and analysis of data; reports for conditional use permits, land divisions, zoning amendments, variances, comprehensive plan amendments, easements and appeals as they may apply to Nye County.
2. Assists Director of Planning in both current and comprehensive planning activities including preparation of ordinances and resolutions.
3. Presents reports to Director of Planning, County Manager, Planning Commissions, and Board of County Commissioners with recommendations along with facts, findings and conclusions to support recommendations and decisions.
4. Assists the public in person and by telephone with regard to development proposals, ordinance interpretations and similar matters.
5. Evaluates administrative land use actions and provides recommendations to the Director of Planning.
6. Coordinates and assists in preparing land use decision notifications and related documents.
7. Coordinates and assists in the evaluation of development permit applications for compliance with zoning and division of land regulations, and the preparation of legal notices for administrative and public hearings on land use applications.
8. Conducts field research for land use actions.
9. Provides management support to the Pahrump Regional Planning Commission (PRPC) including preparation of budget proposals; coordination, evaluation and analysis pertaining to elements of the Pahrump Regional Planning District's Master Plan and related Ordinances.

10. Performs other land use planning duties as may be assigned.
11. Acts on behalf of the Planning Director in the Director's absence.

**QUALIFICATIONS:**

Knowledge of: basic supervisory principles and practices; objectives, principles, procedures, standards, practices, information services and trends in the field of professional planning; land use, physical design, demographic, environmental and social/economic concepts as applied to the planning process; statistical analysis techniques and mathematical concepts; application, modification and inter-relationships between ordinances, policies, standards, procedures and practices associated with the planning function; applicable federal, state and local laws and regulations; terminology, symbols, methods and techniques used in planning and map drafting; and computer applications related to the work.

**Skill in:**

Planning, organizing, directing, reviewing and evaluating the work of others; training others in policies and procedures related to the work; conducting complex planning studies and activities; performing and coordinating activities such as the collection and analysis of data and the preparation of reports and recommendations; exercising sound independent judgment within established guidelines; contributing effectively to the accomplishments of team goals, objectives and activities; using tact, discretion and prudence in dealing with those contacted in the course of the work.

**EDUCATION AND EXPERIENCE:**

Graduation in a planning related field from an accredited college or university at the Bachelor's level, four (4) years full-time work experience closely related to the duties and responsibilities of the class, and a minimum of two (2) years supervisory experience in the professional planning field; or eight (8) years of extensive planning experience closely related to the duties and responsibilities of the class, and a minimum of two (2) years supervisory experience in the professional planning field.

**LICENSES:**

Valid Nevada driver's license; AICP Certification preferred.

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

Plans, supervises, reviews and evaluates the work of support staff as assigned, including, but not limited to, planning technicians, draftspersons, interns, secretarial and clerical staff. Conducts evaluations and counsels employees as required. Provides input into selection, disciplinary and other personnel matters.

**CONTACTS:**

Department personnel, other department heads and personnel, vendors, developers, outside agencies, Board of County Commissioners, planning commissions, and the general public.

**PHYSICAL EFFORT:**

Normal office environment.

**WORKING CONDITIONS:**

Normal office environment.

**NOTE: THIS CLASS IS NOT SUBJECT TO THE PROVISIONS OF FLSA AND IS REFERRED TO AS EXEMPT.**