



COUNTY OF NYE

CLASS TITLE: Community Planner

BASIC FUNCTION:

Under the direction of the Nuclear Waste Repository Project Office Director, plans, directs, reviews and evaluates the work of planning and technical support staff; performs professional level work on difficult, complex, or advanced, transportation, infrastructure, and/or other specialized planning projects and programs.

Incumbent will assist in coordinating Yucca Mountain nuclear waste repository design, implementation, construction, operation, and closure impact assessment/impact mitigation with the local communities, county, state, and federal agencies. Incumbent will be able to act as the County's representative by making presentations to state and federal agencies, including elected officials; draft and integrate Yucca Mountain related plans with the aforementioned entity's master or area plans; ensure conformity with the Nye County Community Protection Plan (CPP) objectives and Nye County policies; and to provide highly responsible and complex administrative support to the member agencies.

This Class exists only to the extent that funding is available.

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

1. As project team member, provides direction, training and work review to other professional team members on a project; organizes work, sets priorities, and follows-up to ensure coordination and completion of assigned work.
2. Coordinates and performs research, administrative and technical activities necessary to achieve planning project or program objectives; has responsibility for one or more specific programmatic areas.
3. Compiles and analyzes information such as population and economic growth estimates, demographic, natural resource, housing, transportation, municipal infrastructure, and land use data.
4. Interprets codes, regulations and policies related to specialized planning; assists contractors, developers and others in the interpretation of zoning and related codes.
5. Provides input into and assists in administering specific project, unit and/or program budgets.
6. Coordinates and oversees the work of contract professionals; negotiates and administers consultant contracts.
7. Assists in developing and performs evaluations and analyses pertaining to the elements of the county comprehensive plan, area plans, transportation plans,

environmental assessment reports, implementation, redevelopment, and capital improvement plans, programs, and related municipal ordinances and policies.

8. Confers with personnel from other departments and agencies in coordinating assigned work; meets with representatives of community organizations and other groups to encourage cooperative action or to resolve problems.
9. Makes oral presentations before various boards and committees, community groups and boards of other governmental agencies; assists in compiling agenda items for meetings and follows-up as required after action is taken.
10. Attends regular formal and informal interagency meetings on behalf of the NWRPO; prepares and distributes agenda materials for the board meetings; makes oral presentations before the Nye County Board of Commissioners, and local planning agencies; conducts follow-up after board meetings and ensures that actions are implemented.
11. Makes special investigations of a technical nature regarding planning projects; prepares reports of conclusions and recommendations.
12. Directs the preparation of, and personally prepares, maps, charts, models, sketches and other graphic presentations; prepares reports, presentations, correspondence and other written materials.
13. Contributes to the efficiency and effectiveness of the Department's service to its customers by offering suggestions and directing or participating as an active member of a work team.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of regional planning.
15. Uses standard office equipment, including a computer, in the course of the work.
16. Identifies possible sources of federal funding; prepares and administers federal grant and other funding requests; ensures appropriate record keeping and reporting to various funding agencies; oversees and coordinates external auditing processes.
17. Performs other duties as directed by the NWRPO Director.

QUALIFICATIONS

Knowledge of:

Basic supervisory principles and practices; Objectives, principles, procedures, standards, practices, information services and trends in the field of professional planning in the area to which assigned; 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 interrelationships between ordinances, policies, standards, procedure and practices associated with the planning function; Applicable federal, state and local laws and regulations; Contact administration principles and practices; Terminology, symbols, methods and techniques used in planning and map drafting; Local government organization and the functions and practices of a rural/urban planning unit; Computer applications related to the work; Experience using GIS for planning applications and

ArcGIS is desirable. Proficiency with Word, Excel, Access, and PowerPoint is an added asset. Techniques for dealing with the public, in person and over the telephone.

Skill in:

Planning, organizing, directing, reviewing and evaluating the work of others, including contract staff; 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; Ability to read, analyze, and interpret complex technical documents, procedures, or government regulations, ability to effectively prepare and review complex studies and technical reports. Exercising sound independent judgment within established procedural guidelines; Contributing effectively to the accomplishment of team or work unit goals, objectives and activities; Using tact, discretion and prudence in dealing with those contacted in the course of the work. Ability to establish and maintain good working relationships with staff, volunteers, committee chairs, public officials and the general public; a proven team player. Ability to work independently; a self-starter, is important.

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 an accredited college or university with a Master's degree with major course work in economic development, urban/regional planning, geography, environmental studies, resource economics, public policy, or related field; Ph.D. degree in related field strongly preferred, but not required; a minimum of seven years of increasingly responsible public/private sector experience in economic development, urban/regional planning, public policy, market research, community relations/government relations, or an equivalent combination of education and experience (Ph.D. degree in related field equals 2 years of work experience). American Institute of Certified Planners (AICP) credentials preferred but not required.

LICENSES:

Specified positions must possess a valid Nevada Class C driver's license. A.I.C.P. certification preferred.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Works independently and in a team environment. Supervises staff as assigned by Department Director.

CONTACTS:

Supervisor, co-workers, NWRPO contractors, DOE management personnel, local Town Advisory Board members, county staff in various departments (especially Planning Department and Public Works Department), other government and private organizations.

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.

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to attend meetings; vision to read printed materials and a VDT screen; and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

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: Primarily will work in an office environment. Occasionally may work in a field environment where conditions may be hot, cold, windy and dusty. Commonly will attend meetings outside of normal working hours.