



CLASS SPECIFICATION

Class Code: 0704
Date Est: 01/1979
Last Rev: 12/2019
Last Title Chg: 12/2019
FLSA: non-exempt
Probation: 12 months

PLANNER TRAINEE

DEFINITION

Under supervision, gathers data, performs analyses for conformance with applicable codes, presents development applications and projects before various governing bodies, community groups and the public; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university with major course work in planning, engineering, environmental sciences, geography, sociology, economics, public administration, public health, health sciences, social sciences, political science, or a closely related field; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

DISTINGUISHING CHARACTERISTICS

This is the entry-level professional planning class which provides for progression to the next level in the series upon meeting the requirements of the classification and recommendation of the appointing authority. Incumbents in this class are provided on-going supervision and training. As incumbents become more proficient, they work with a higher degree of independence. This class differs from Planner in that the latter class is the full journey level responsible for performing the full range of professional planning duties

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assist with designing, updating and implementing master plans and studies concerning areas such as natural resources, land use and transportation, public services and facilities, community design, land and subdivision development and zoning regulations.

Review tentative maps for subdivisions, development applications, site plans, building permits, regulatory zone and master plan amendments, code amendments and other planning proposals; review requests relating to ordinances and policies.

Research, compile and analyze data from maps, books, internet, computer files, field investigations and other records and resources, and prepare reports.

Participate in making recommendations and developing alternatives to accomplish planning objectives.

Prepare maps and other graphic materials for distribution to the general public and presentations to the Board of County Commissioners, and other governing or advisory boards and agencies.

Prepare and present staff report for common planning projects and programs.

Answer inquiries raised by the public, developers and interested agencies on planning issues and functions; resolve issues in an efficient and timely manner. Consult with developers, agencies, special interest groups and other professionals regarding planning related issues.

Make presentations and provide recommendations before the Board of County Commissioners and other governing or advisory boards and agencies.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Services and activities of county planning program, including departmental/division policies and procedures.

Federal, state and local codes, regulations, ordinances and regional planning policies related to the Washoe County Development Code, master plans and area plans.

Planned development and projected growth in Washoe County.

Computer software specific to the department/division.

Ability to:

Design and implement master plans and studies concerning areas such as natural resources, land use and transportation, public services and facilities.

Recommend and develop planning alternatives.

Perform complete review and analysis of planning assignments.

Facilitate small and large meetings.

Interpret, explain and enforce planning ordinances, policies and procedures.

Compile, analyze and appropriately utilize technical and statistical information and reports.

Produce drawings, charts, graphs and site maps according to information provided.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Principles and practices of project review.

Principles of business letter writing and basic report preparation.

Techniques in development and maintenance of plans.

Techniques of data collection, evaluation and presentation.

Functions and responsibilities of a public planning agency.

Principles, trends and practices of public planning and regulatory zoning.

Principles and operations of Geographical Information Systems.

Ability to:

Prepare data, plans and maps for reports and presentation graphics.

Assist with the preparation of planning studies and reports.

Interpret and apply planning and regulatory zoning regulations, policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Document findings and write narrative reports.

Maintain effective working relationships with the general public, division staff and representatives of other departments.

Operate common word processing and spreadsheet programs.

Use the Internet and intranet effectively and efficiently.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use digital camera equipment, audio/visual equipment and standard office equipment including computers, copiers, telephone, scanner, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.