



## CLASS SPECIFICATION

Class Code: 0705  
Date Est: 01/1979  
Last Rev: 06/2015  
Last Title Chg: 07/1987  
FLSA: non-exempt  
Probation: 12 Months

### PLANNER

#### **DEFINITION**

Under general supervision, performs current and long range professional planning duties; compiles and analyzes data and details findings and recommendations in reports; makes presentations to boards, agencies, community groups and governmental agencies; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A Bachelor's degree from an accredited college or university in Planning, Environmental Sciences, Geography, Economics, Public Administration or a closely related field, and two years of full-time professional planning experience or two years of full-time government or corporate research and analysis experience; OR an equivalent combination of education and experience

#### **LICENSE OR CERTIFICATE**

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

AICP certification preferred.

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the professional planning class series. Incumbents of this class perform master plan and development planning functions and more complex regional and multi-jurisdictional impact analysis. This class differs from the Assistant Planner in that duties are performed with greater independence and include a greater 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.)*

Design, update and implement master plans, amendments and studies in areas such as natural resources, land use and transportation, public services and facilities, community design, land and subdivision development and zoning regulations and ordinances.

Consult with applicants on development proposals, applications and reports as appropriate; 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 for compliance.

Research, compile and analyze data, determining solutions to problems; develop recommendations; prepare reports, plan, code and policy changes; prepare audio/visual presentation material.

Develop and recommend alternatives to resolve planning problems and 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.

Answer inquiries and mediate concerns 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.

Respond to public inquires in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Train associated staff to accomplish division goals.

Participate with other agencies in developing master plans for regional and multi-jurisdictional areas as identified in regional, state and federal plans.

Prepare reports, make presentations and provide recommendations before the Planning Commission, Board of Adjustment, Board of County Commissioners and other governing or advisory boards and agencies; plan and facilitate workshops with departments, committees and related entities to identify and act upon critical trends and planning issues facing the County.

Represent the County at local, regional, state or federal committees working groups and at various community advisory planning meetings in order to respond to identified concerns and relay information to County officials and staff. May serve as a voting or non-voting participant.

Collect population and demographic information from a variety of sources including U.S. Census, tax and Assessor's records, building permit data, licensing and business applications and surveying documents; produce estimations for inclusion in the annual Washoe County report; maintain information to provide annual population estimates and/or Census data in specific geographic areas such as planning areas and hydrographic basins for use by various agencies.

Update and maintain the County's Geographic Information System GIS database of statistical and geographic information including changes in land use, regulatory zone, master plans, Assessor's parcel changes, new construction and subdivision development; coordinate spatial overlays and produce maps from the GIS by combining information from a variety of sources.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

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

### **Knowledge of:**

Departmental/division policies and procedures.

Organizational structure of Washoe County government and the policies, operating procedures and regulations under which the County functions.

Washoe County community services, community agencies, organizations and resources.

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

Planned development and projected growth in Washoe County.

Computer software specific to the department/division, including GIS applications, permit/license review and approval applications.

Methods used in population estimating.

**Ability to:**

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

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

Perform difficult and complex review and analysis of planning assignments.

Manage projects and programs.

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

Interpret and apply laws, ordinances and regulations governing planning activities in assigned areas.

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

Prepare and present audio/visual presentations.

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

**Knowledge of:**

Principles, practices, techniques and purposes of planning and the socio-economic implications.

Principles and practices of project review.

Principles and practices of public administration.

Methods and techniques of data collection, evaluation and statistical analysis.

Functions and responsibilities of a public planning agency.

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

**Ability to:**

Perform various research and data analysis tasks and apply findings to planning projects; draft planning reports, ordinances and policies to implement adopted master plans.

Perform quantitative and qualitative analysis of data for planning purposes.

Prepare data, plans and maps for reports and presentations using information from a Geographic Information System.

Prepare planning studies and reports.

Read, interpret and apply planning and regulatory zoning codes, regulations, plan policies, specifications and other technical materials.

Write reports, memoranda and other documents in a clear, concise manner.

Document findings and write narrative reports.

Maintain records and files.

Make effective presentations before groups and/or individuals from various socio-economic and educational backgrounds.

Read and interpret site plans, development plans, parcel maps, building evaluations, landscaping and grading/drainage plans.

Operate office equipment, including computer equipment.

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

**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, 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.*