

TITLE: Planning Technician JOB CODE: 1027

PREPARED: 05/20/05 FLSA: Non-Exempt

UPDATED: REVISION #:

**Summary:** Under general supervision, performs a variety of paraprofessional to professional planning assignments for the County.

**Distinguishing Characteristics:** The Planning Technician is distinguished from the Associate Planner in that the former is an entry-level planning position which may perform work in a variety of areas such as planning, land use regulation, or special projects. As experience is gained, the incumbent may work more independently within established guidelines.

**Essential Job Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Reviews development and related land use permit applications, site plans, variance applications, etc and examines them for compliance with established plans and ordinances, and applicable local, state or federal regulations.
- Conducts simple and complex assignments involving planning projects and/or developments.
- Researches and provides input regarding the revision of local ordinances; monitors planning activities
  of neighboring jurisdictions; coordinates internal review; participates in the discussion of proposed
  changes.
- Works with planning staff to develop responses and explain planning policies, state laws, local
  ordinances and/or procedures to the public; assists the Planning Director and may serve as staff to
  the Planning Commission as well as other committees and commissions.
- Attends planning commission workshops and prepares minutes; makes presentations upon request from the Planning Director.
- Collects inputs and monitors data for a variety of planning purposes; prepares reports summarizing data.
- Updates a variety of maps, both computer-based and hard copies; prepares and presents a variety of reports, plans and/or grant applications, which integrate maps, Geographic Information Systems (GIS) applications and graphics.
- As needed, receives and screens visitors and telephone calls and takes messages; provides factual information regarding County or Planning Department activities and functions.
- Performs related work as assigned.

### **MINIMUM QUALIFICATIONS**

### Required Knowledge and Skills:

• Knowledge of the principles and practices of planning programs and processes.

### JOB DESCRIPTION

Planning Technician

- Knowledge of related local, state and federal laws, ordinances, rules and regulations.
- Knowledge of the principles and practices of cartography.
- Knowledge of drafting.
- Knowledge of GIS applications and graphics.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in planning, organizing and prioritizing work assignments.
- Skill in reading and interpreting maps, regulations, ordinances, etc.
- Skill in making effective written and oral presentations.
- Skill in collecting, analyzing, interpreting and evaluating narrative and statistical data.
- Skill in paying strong attention to detail.
- Skill in establishing and maintaining effective working relationships with County staff, elected officials, architects, contractors, developers, property owners and the general public.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

### **Education, Experience, Certifications and Licenses:**

- A minimum of one year (30 semester credits) of college education. Coursework in planning, geography, environmental studies, natural and/or earth sciences or a related field is highly desirable.
- Experience/education in drafting/GIS is desirable.
- Possession of a valid State of Nevada Driver's license.

# **Special Requirements:**

• Attendance at evening and/or weekend meetings required.

## **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and lifting heavy objects up to 10 pounds.

## **Equipment and Tools Utilized:**

 Special Equipment includes computerized and conventional office equipment, calculator, transcribing machine and motorized vehicle.