



CLASS SPECIFICATION

Class Code: 60000705
Date Established: 01/1979
Last Reviewed: 03/2025
Last Revised: 03/2025
Last Title Change: 07/1987
FLSA: non-exempt
Probation: 12 months

PLANNER

DEFINITION

Under general supervision, performs current and/or long-range professional planning duties; compiles and analyzes data and details findings and recommendations in reports; makes public presentations; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time professional planning experience or two years of full-time government or corporate research and analysis experience AND a bachelor's degree from an accredited college or university in planning, engineering, environmental sciences, geography, 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 and must be maintained for continued employment in this classification.

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 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.)*

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; and prepare 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; prepare reports, make presentations and provide recommendations to the Board of Adjustment, Planning Commission, Board of County Commissioners, and other governing or advisory boards, community groups and governmental 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 inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Provide training and technical guidance to 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.

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.

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.

May be required to become trained in the Incident Command System or similar and serve at the Regional Emergency Operations Center during emergencies or simulated emergencies.

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.

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 land use planning and 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; maintain records and files.

Operate a variety of software and office equipment, including computer equipment.

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

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

Document findings; write reports, memoranda and other documents in a clear, concise manner.

Make effective presentations before groups and/or individuals from various backgrounds.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

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, and telephones.

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