



CLASS SPECIFICATION

Class Code: 60000706
Date Established: 03/2001
Last Reviewed: 11/2023
Last Revised: 11/2023
Last Title Change:
FLSA: non-exempt
Probation: 12 months

SENIOR PLANNER

DEFINITION

Under supervision, oversees the more complex development projects, long-range and current planning projects, master plan and development code amendments, policy/ordinance development and project administration; 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 three years of full-time professional planning experience; 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

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, lead responsibility and the complexity of duties assigned.

SUPERVISION EXERCISED

May serve as a lead over administrative and/or planning staff.

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

Collect, compile, and analyze complex planning issues including the fiscal impacts of growth and development; review the fiscal analysis of development projects submitted by developers.

Prepare master plan, new codes, and amendments, and take them through the approval process.

Oversee the preparation and reproduction of master plan documents and maps; research various open space areas and other issues within the master plan; provide staff support for preparation of revised ordinances.

Conduct a variety of complex policy research projects including, but not limited to, landscaping, noise, transportation, alternative energy, development trends and best practices, housing and employment; prepare and convey appropriate code amendments resulting from research.

Lead, plan, train and review the work of staff responsible for providing professional planning services to the County involving land uses and regulatory zoning, economic development, growth management and regulation administration.

Communicate with developers and convey policies on development related matters; research, analyze, prepare and present staff reports for the Planning Commission, Board of Adjustment, Board of County Commissioners and other

governing or advisory boards and agencies regarding development proposals, and respond to policy and code questions.

Research, analyze and prepare reports for the Board of County Commissioners and other governing or advisory boards and agencies; the general public regarding planning issues; make oral presentations and respond to policy and code questions at public hearings and meetings.

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.

Review building permits, parcel maps, tentative and final maps for subdivisions, development applications, site plans master plan and code amendments and other planning proposals; review requests relating to policies and zoning ordinances; consult with applicants on changes to plans, applications and reports as appropriate.

Prepare grants for assigned area of planning; oversee project staff hired with grant monies; monitor grant budgets and program to ensure satisfactory fulfillment of scope of work per contract.

Attend and participate in a variety of group meetings; stay abreast of new trends and innovations in the field of planning.

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

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

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.

Countywide personnel policies.

Building codes, public health and safety regulations, development codes and other standards and criteria adopted by Washoe County relating to commercial, industrial, residential, and public works development.

Federal, state, and local laws, 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 application and permit/license review and approval of applications.

Ability to:

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

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

Knowledge of:

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Methods used in population estimating.

Operations, services, and activities of a countywide planning program.

Principles of lead direction and training.

Planning theory, principles, practices, and trends.

Modern and complex principles and practices of planning in assigned area.

Methods and techniques of research and analysis.

The principles and practices of grant funding and administration.

Ability to:

Lead, train, organize and review the work of staff in the area of work assigned.

Analyze and compile technical and statistical information and reports.

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

Plan, coordinate and direct the operation of a variety of planning functions, projects, and services, as well as monitor and coordinate projects, to accomplish established goals and objectives and optimize efficiency.

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

Independently perform the most difficult and complex review and analysis of planning assignments and tasks.

Conduct a variety of complex policy research projects.

Prepare grants for assigned area of planning.

Respond to requests and inquiries from the general public.

Communicate clearly and concisely, 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 work in a professional office environment. 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.