



## CLASS SPECIFICATION

Class Code: 60000712  
Date Established: 02/1981  
Last Revised: 09/2025  
Last Revised: 09/2025  
Last Title Change: 02/1998  
FLSA: exempt  
Probation: 12 months

### PLANNING MANAGER

#### **DEFINITION**

Under general direction, supervises a major program in a specific function of land use planning and development, to include licensing and code compliance and performs the most difficult planning and development assignments; and performs related work as required.

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

Four years of full-time progressively responsible professional planning experience AND a bachelor's degree from an accredited college or university in planning, engineering, architecture, sustainability, environmental sciences, public administration 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

#### **SUPERVISION EXERCISED**

Exercises direct supervision.

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

Supervise and direct the design, updates, and implementation of the County's Master Plan, to include natural resources and conservation, land use and transportation, public services and facilities, population, housing, open space, area plans and specific plans.

Supervise and direct the creation, maintenance and amendment of regulatory zoning and associated regulations, and development agreements.

Supervise and direct the intake, review, and processing of planning, land use, short-term rental and development applications submitted to the program on behalf of the County.

Supervise and direct the application and enforcement of business license codes and regulations to include liquor, gaming, land use, nuisance and regulatory zoning.

Oversee and manage planning and development commissions and boards created by County Codes, to include designated subcommittees.

Supervise and direct planning staff to implement policy directives.

Prepare annual work plans and budget recommendations for the assigned departmental program; administer, amend and execute program work plans and budgets each fiscal year.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Review proposed development applications for compliance with planning and land use plans, policies and regulations.

Conduct research, gather, compile and analyze data from various sources and surveys; prepare plans and reports with recommendations.

Answer inquiries from the public, developers and interested agencies on long-range master plans, current regulations, codes, ordinances and other division functions and projects.

Develop and collaborate on a variety of alternative solutions for land use proposals to ensure compliance with planning objectives and regulations.

Deliver presentations before the Washoe County Board of Adjustment, Washoe County Planning Commission, Board of County Commissioners, appointed County boards or committees, Tahoe Regional Planning Agency Board and appointed bodies, Truckee Meadows Regional Planning boards and commissions and other governing or advisory boards and agencies.

Represent the County at various community advisory and industry meetings.

Review Board of County Commissioners staff reports for completion and compliance with policies and codes.

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:**

Department/division policies and procedures.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

Federal, state and local codes, regulations, ordinances and regional planning policies related to the Washoe County Development Code, Master Plan, Capital Improvement Programs, Business License Code, Liquor and Gaming Code, Administrative Enforcement Code, and Nuisance Code.

Planned development and projected growth in Washoe County.

Computer software specific to the department/division.

### **Ability to:**

Supervise personnel, including training, assigning and reviewing work, mentoring, administering discipline and conducting performance evaluations.

Provide comprehensive project planning, direction, and coordination for land use or planning projects.

Provide comprehensive direction and coordination for licensing and code compliance activities.

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

**Knowledge of:**

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, problem-solving, employee training, performance evaluation, and discipline.

Principles and practices of project planning, review, and implementation.

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

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.

**Ability to:**

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

Draft ordinances and policies to implement adopted county plans.

Prepare data, plans, and maps for reports and presentations.

Interpret and apply relevant codes and regulations to non-land use or planning activities and functions.

Interpret and apply land use or planning and regulatory zoning codes, regulations, plan policies, specifications and other technical materials.

Communicate effectively, both orally and in writing.

Document findings and write narrative reports, including staff reports.

Develop and deliver effective presentations; explain technical information in a clear and understandable manner to a variety of audiences.

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 safely operate a motor vehicle on various road conditions in a safe and prudent fashion. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use digital camera, electronic projector and office equipment including computers, copiers, telephone.

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