



CLASS SPECIFICATION

Class Code: 60000703
Date Established: 01/1979
Last Reviewed: 12/2024
Last Revised: 12/2024
Last Title Change:
FLSA: non-exempt
Probation: 6 months

PLANNING TECHNICIAN

DEFINITION

Under general supervision, performs a variety of paraprofessional field and office duties in support of professional planning staff; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience which involved the collection and verification of data and interpretation of codes, regulations, or policies; including one year experience performing assignments in a planning and development area; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

None.

SUPERVISION EXERCISED

Exercises no supervision.

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

Assist the public and respond to inquiries regarding applications for zone changes, business licenses, administrative reviews, special use permits, variances, parcel maps, and related matters.

Provide support to the short-term rental program by responding to inquiries, providing customer service, conducting public outreach, processing applications, ensuring compliance to code requirements, issuing permits, coordinating with reviewing agencies as needed, and identifying and implementing process improvements associated with the program.

Evaluate applications for compliance with code requirements; preparing narratives of requests and distributing information to Federal, State, and local agencies for impact statements.

Review permits for land use compliance, issuing approvals or denials as appropriate.

Notify and work with applicants to facilitate compliance, process and review applications, and collect fees.

Evaluate variances, special use permits, and other cases for impacts.

Prepare staff reports, maps, and exhibits and recommend action with conditions for the Board of County Commissioners, Board of Adjustment and Planning Commission; prepare agendas of Planning Commission and Board of Adjustment.

Answer inquiries from the public, interested parties, and developers concerning procedures, policies, and interpretation of planning regulations.

Distribute information on land use designations, zoning setbacks and other code requirements, referring the public and consultants to local, county, and federal agencies as appropriate.

Review parcel maps and boundary line adjustments for land use compliance and conditions as necessary, compiling land use data from existing legal descriptions, maps, field surveys, reports, and records of other agencies and searching official records to obtain information concerning boundaries and ownership.

Research cases and land use issues as assigned, preparing reports and appropriate support information.

Schedule and participate in site inspections; schedule cases for review by proper boards or committees.

Compose notification letters, ensuring that notifications are timely; complete case files.

Update records and conduct research related to building permits, business licenses, zoning complaints, and Assessor's records for Planning services staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

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

Knowledge of:

Departmental/division policies and procedures.

Federal, State, and Washoe County Development Code, Master Plan, and Capital Improvement Programs.

Terms and acronyms commonly used in assigned function.

Planned development and projected growth in Washoe County.

Computer software specific to the area of assignment.

Ability to:

Review permit applications for completeness and conformity with ordinances.

Document findings and write narrative reports.

Respond to requests and inquiries from the public and county personnel related to the policies and procedures of assigned function.

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

Knowledge of:

Basic principles, trends, and practices of public planning, development, and zoning.

Techniques of data collection, review, evaluation, and presentation.

Techniques and equipment used in mapping and drafting.

Functions and responsibilities of a public planning agency.

Modern office practices, methods, and computer equipment.

Principles and techniques used to effectively interact with the public.

Principles and practices of effective customer service and proper telephone, email, and in person etiquette.

Ability to:

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Evaluate work priorities, procedures, and processes to determine their effectiveness and efficiency.

Exercise sound judgment, work independently, and demonstrate initiative.

Prepare data, plans, and maps for report and presentation graphics.

Read, interpret, and apply documents, maps, legal property descriptions, policies and procedures, codes, laws and planning and zoning regulations.

Assist with enforcement of planning-related ordinances.

Complete and maintain accurate records.

Understand and accurately follow oral and written instructions.

Research, compile, and collect data and information.

Multi-task, prioritize, and independently organize workload.

Effectively represent Washoe County in communications with the public, community organizations, and other governmental agencies.

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 work in a professional office environment; ability to travel to different sites and locations.

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