

**CITY OF FERNLEY**  
**Assistant Planner**  
**Associate Planner**

FLSA Status: Non-exempt

Created: 07-01-2014

Updated: 11-07-2018

**DEFINITION**

Under direction, performs current and long-range planning functions; reviews and prepares staff reports for community development projects; makes presentations to the Planning Commission, the City Council, and community groups.

**DISTINGUISHING CHARACTERISTICS**

Assistant Planner is the first working level class performing most of the duties required of an Associate Planner but is not expected to perform at the same skill level; the planning staff works under the guidance of the Department Director.

Assistant Planner exercises less independent judgment and discretion and has a narrower scope of responsibility. Associate Planner is the second working level class performing with greater independence and includes a greater range of professional planning responsibilities.

**ESSENTIAL FUNCTIONS** *(Performance of these functions is the reason this job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.)*

1. Receives and processes various planning and zoning applications including variances, master plan amendments, zoning map amendments, subdivision maps, parcel maps, design reviews, annexations, and special use permits.
2. Interprets, explains, and enforces provisions of City codes, applicable laws and regulations, and other policies and standards to potential applicants and the public.
3. Answers telephone and counter inquiries regarding City ordinances and requirements.
4. Reviews building plans, constructions plans, and business license applications for conformity to applicable planning and zoning regulations; and tentative approvals as appropriate.
5. Monitors status of development applications from acceptance of application through the completion of the project.
6. Prepares staff reports for the Planning Commission, City Council and other agencies or community groups.
7. Makes oral and graphic presentations and prepares materials for presentation to the Planning Commission, City Council, and other agencies or community groups.
8. Prepares correspondence to applicants, developers, engineers, architects, and other professionals.
9. Updates and maintains database of statistical and geographic information, including changes in land use and zoning.
10. Makes field surveys and investigations related to planning and zoning projects or requests.
11. Prepares, updates, and implements long-range plans.
12. Prepares, analyzes, and articulates recommendations for possible Development Code Amendments.
13. Prepares Ordinances and Resolutions as may be required.
14. Performs related duties and responsibilities as required.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and Abilities:**

#### **Knowledge of:**

- Department policies and procedures;
- Planning theory and principals;
- Current trends and practices of public planning and zoning;
- Federal and state laws and regulations pertaining to planning and zoning;
- City codes, ordinances, regulations and policies; and
- Computer software, including word processing, database spreadsheets and GIS.

#### **Ability to:**

- Design and implement long-range plans and studies concerning areas such as natural resources, land use planning and transportation, public services and facilities, and strategic planning;
- Produce drawings, charts, graphs and site maps according to the information provided;
- Perform difficult and complex review and analysis of planning projects and assignments;
- Manage projects and programs;
- Interpret, explain and apply planning programs, ordinances, policies and procedures;
- Compile, analyze and appropriately utilize technical and statistical information and reports;
- Present planning projects or reports to the Planning Commission, City Council, Community groups or state agencies;
- Write and administer grants, including Community Development Block Grant (CDBG); and,
- Read and interpret architectural, building and civil plans.

### **SPECIAL REQUIREMENTS**

Possession of a valid Nevada driver's license or access to alternate means of travel.

**EXPERIENCE AND TRAINING** *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Assistant Planner: Bachelor's degree from an accredited college or university in planning, urban studies, environmental sciences, public administration, geography, or a closely related field plus one.

Associate Planner: Bachelor's degree from an accredited college or university in planning, urban studies, environmental sciences, public administration, geography, or a closely related field plus (3) years of professional planning experience.

Or

May substitute seven (7) years of progressive, professional experience directly related to planning disciplines and land development towards education requirements; or any equivalent combination of training and experience.

**PHYSICAL DEMANDS** *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)*

Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods on a regular basis. Strength and stamina to drive long distances. Dexterity and coordination to handle files and single pieces of paper. Occasional lifting of items weighing up to 25 lbs. Such as files, stacks of paper, reference and other materials. Frequently moving from place to place within the office; some reaching for items above and below desk level.

**WORKING CONDITIONS**

Generally clean working environment with limited exposure to conditions such as dust, fumes, odors, or noise; frequent interruptions of planned work activities by telephone calls, office visitors and response to unplanned events; periodic contact with angry or upset individuals. Occasionally will need to work outside and be subjected to extremes of temperature, dust, fumes, odors and hazards often present around construction or demolitions sites.

*This job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.*

**EMPLOYEE'S ACKNOWLEDGEMENT**

**I acknowledge that I have read and understand the above job description and have received a copy for my records.**

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Signed

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Print name