

PLANNER I

This is professional planning and technical assistance work in support of various departmental projects and programs within Clark County.

Employees occupying positions in this class are responsible for performing a limited range of professional planning and development work in such areas as land use, zoning, and various other subjects as appropriate.

Work is performed with latitude for independent judgment and action with problems and deviations handled in accordance with instructions, policies and accepted practices.

Work is reviewed periodically for technical conformance and consistency with established practice and policy and meeting of assigned objectives and deadlines.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Plans, develops and executes work programs, objectives, strategies, and budgets for assigned projects or programs whose success or failure would normally affect from a few to a moderate number of persons.
- Gathers, analyzes and synthesizes data on subjects such as employment, housing, human resources, land use, zoning, transportation, etc.
- Prepares and presents proposed solutions to specific planning and project development problems.
- Assists program managers in such tasks as planning special projects; researching, developing and writing annual program grants; and preparing and implementing the "request for proposal" or "bid" process.
- Prepares special studies, reports and statistical data necessary for future planning.
- Researches, analyzes and drafts code amendments for review by a Planner II or supervisor, as appropriate.
- Prepares hearing agenda and technical staff reports for the County Hearing Examiner.
- Responds, orally or in writing, to inquiries of a routine to complex nature concerning land use codes.
- Assists other planners in the training and job orientation of equivalent or lower-level employees.
- Performs other related duties as assigned.

QUALIFICATIONS

- Graduation from a four-year college or university with major course work in public administration, sociology, planning, economics, architecture or in any other discipline applicable to the requirements of the position;

OR

- Substituting, on a month-to-month basis, experience related to the duties of the position;

OR

- Any combination of education and experience which would demonstrate the ability to satisfactorily perform the work will be considered.

Knowledge of: planning principles and techniques and the socio-economic implications of planning; land use concepts, urban development, demography, social services or other specialized fields relevant to planning; applicable Federal, State and local laws, regulations, policies and procedures; graphic and statistical presentations.

Ability to: think conceptually, observe and evaluate trends, analyze data, and draw logical conclusions; communicate effectively, orally and in writing; meet and deal with co-workers, public and private management officials, community groups, and the general public in an effective, pleasant and courteous manner; gather, analyze, evaluate and synthesize data and assist in the formulation of comprehensive plans; interpret administrative guidelines and apply them to the work situation; make oral presentations to large groups of people; obtain a valid Driver's License.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
(DEPARTMENT : PLANNING)**

This is a technical and planning service position and comprises a variety of settings mostly in an office environment.

Essential tasks may entail moderate lifting (maps), seeing, reading, speaking in person and over the phone, handwriting, typing/keyboard and manual dexterity.

Revised - ADA: 8/6/93
Office use: 6/22/00