TITLE:	**Associate Planner**	**JOB CODE:**	1022
PREPARED:	6/30/03	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, performs professional-level land use planning for the County.

Distinguishing Characteristics: None.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Reviews land division maps to ensure compliance with County and State regulations and the County Master Plan.
- Performs database management on water right dedications and payments in lieu of dedications and accompanying maps and legal documentation.
- Develops plans; writes ordinance amendments; provides comments to publicly distributed documents; sends out mass mailings; and writes news articles.
- Attends planning commission workshops and prepares minutes; makes presentations upon request from the Planning Director; provides the planning commission with updated information about available training and seminars.
- Responds to and researches inquiries from the general public regarding interpretation of the County code, maps and other legal documents.
- Attends meetings of local, state and federal agencies and other groups regarding planning issues and topics.
- Responds to and researches potential solutions to natural resource and/or planning issues; solicits information from other public jurisdictions and groups regarding potential strategies.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of zoning laws and the formation, adoption and enforcement of land use plans.
- Knowledge of planning programs and processes.
- Knowledge of land use ordinances.
- Knowledge of the principles and practices of cartography.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in making effective written and oral presentations .
- Skill in collecting, interpreting and evaluating narrative and statistical data.

- Skill in establishing and maintaining effective working relationships with architects, contractors, developers, property owners and the general public.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Bachelor's Degree in land-use planning, urban planning or a closely related field.
- Three years of experience working on planning related issues in a rural environment.
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling, and lifting heavy objects up to 10 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator, transcribing machine and motorized vehicle.