

## Storey County Job Description

### Planning Assistant

**Class Title:** Planning Assistant  
**Reports to:** Planning Director  
**FLSA Status:** Non-Exempt  
**Created:** 05/29/18  
**Last Revised:** 05/29/18

#### JOB SUMMARY

Under general direction, provides a wide-range of routine to complex administrative duties including reception, word processing, data entry, record keeping, and data management; and routine and technical planning related duties including map and deed analysis; zoning, master plan, and land use confirmation; inspection support; and assistance with findings and recommendations on land use proposals.

#### DISTINGUISHING CHARACTERISTICS

This position includes a combination of administrative and technical planning support functions ranging from over-the-counter customer service to planning technician and field functions. The incumbent must demonstrate proficiency in a wide-range of subject matter and do so with a high level of autonomy and self-judgement. This position is not considered part of the Planner series.

#### EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Answers telephones, e-mails, and other correspondence; attends to customer needs; provides customers routine and non-routine information, and directs them to appropriate resources.
2. Prepares, develops, types, originates, compiles, files, and routes correspondence, memos, letters, forms, charts, graphs, reports, e-mails, and other materials.
3. Provides administrative assistance to other staff for special projects; works independently and with a team.
4. Proofreads and makes appropriate, clear, and correct changes including grammar, spelling, punctuation, and format.
5. Prepares written reports and spreadsheets using databases, standard and customized software programs, and other computerized formats to meet organizational needs; prepares complex presentations.
6. Fulfills public records and other such requests as directed.
7. Prepares written minutes of official meetings and transcribes notes into finalized formats.

8. Enters data into computer systems and databases; records, codes, and verifies information for completeness and accuracy; organizes, structures, and maintains records electronically and otherwise; creates and maintains inventory system for zoning and master plan areas and uses, population and housing, infrastructure, and parcels and subdivisions.
9. Searches files and records for information, data, and documents; compiles, sorts, categorizes, delivers, and files documents and records; maintains control files on matters in progress; maintains and updates resource materials to aid in department efficiency and improvement.
10. Maximizes use of office tools (e.g., Excel, Word, and other programs) and initiates measures such as program automation, task outsourcing, and other means to enhance efficiency, reliability, effectiveness, and consistency of office operations and the use and management of data and information.
11. Runs errands and performs similar tasks.
12. Receives, records, and deposits bills, fees, payments, cash, checks, credit cards; processes and maintains work orders, requisitions, billings, invoices, and service requests.
13. Handles and maintains confidential information in conformance with established policies and procedures.
14. Schedules, organizes, and arranges complex activities including, but not limited to, meetings, travel, conferences, presentations, and department activities.
15. Receives and processes planning applications, plans, and fees and reviews them for completeness and conformance with policies and procedures; calculates application fees.
16. Ensures that applications received conform to policies and other requirements; monitors and makes recommendations to ensure conformance with posting, agenda, property notifications, and other requirements.
17. Researches and compiles, and analyzes demographic, economic, transportation, spatial, and other data; develops findings and recommendations to planning staff.
18. Reviews proposed special uses, variances, abandonments, map amendments, dedications, planned developments, zone amendments, master plan amendments, and code revisions for conformance with setback, distance, separation, mapping, and NRS and county code requirements.
19. Addresses planning related inquires and mediates concerns of the public, developers, and agencies.
20. Assists with site inspections for conformance with master plan, zoning, FEMA floodplain, and other requirements; assists with complaint investigations and issuance of non-compliance and abatement notices.

## SECONDARY FUNCTIONS

The duties listed below are examples of duties which may be performed on an occasional basis as needed during times of emergencies.

1. As needed, may respond to call-out in emergencies, other than normal working hours. For example, may respond to and actively participate in all-hazard Incident Command Systems (ICS); may provide assistance in the integration of facilities, equipment, personnel, procedures, and communications operating within a common organization ICS structure; may assist in coordinating responses among various jurisdictions and functional agencies, both public and private; and may assist in establishing common processes for planning and managing resources in the ICS; may assist departments on their emergency management and ICS plans.

## QUALIFICATIONS

### *Knowledge of*

1. Principles of customer services and working within a team-oriented work environment.
2. Telephone and general reception procedures.
3. Basic record keeping and bookkeeping principles and practices.
4. Basic planning vocabulary, symbols, techniques, principles, and federal, state, and county regulations.
5. Storey County zoning ordinance, master plan, and other guiding documents and principles; survey and map interpretation; field inspection practices.
6. Application receipt and noticing requirements and procedures.
7. Basic vocabulary, symbols, techniques, and principles of FEMA National Flood Insurance Program (NFIP) and floodplain management regulations, programs, and practices as they pertain to site plans.
8. Correct English usage including grammar, punctuation, and vocabulary.
9. Basic vocabulary, symbols, techniques, and principles of Geographic Information Systems (GIS) including ESRI Arc-Info and ArcView.

### *Ability to*

1. Perform the full-range of administrative tasks following guidelines and instructions with accuracy and speed.
2. Type at a rate sufficient to perform assigned duties.
3. Understand and carry out oral and written directions.
4. Perform basic arithmetic calculations using a calculator.
5. Format basic correspondence and reports following instructions and procedural manuals.
6. Establish and maintain cooperative and effective working relationships with management, staff, and public.

7. Organize and prioritize fundamental work responsibilities; multi-task and adjust priorities rapidly.
8. Effectively communicate verbally and in-writing; work well in a team-oriented environment; and effectively communicate with others in a variety of different emotional states, from a variety of different backgrounds, and with different education backgrounds and mental capacities.
9. Maintain accurate and organized records; exercise sound independent judgment within established guidelines; work effectively under pressure of deadlines, conflicting demands, and during emergencies.
10. Operate basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs such as Microsoft Windows and Office; and other applicable programs and software.
11. Consistently demonstrates positive attitude and progressive actions through the display of professionalism, courtesy, tact, and discretion in all interactions with coworkers, supervisors, and the public.
12. As allowable by law, maintain and handle information in a highly confidential manner.
13. Continue education and training to remain current on latest policies, practices, and required certifications.

## **LICENSING, EDUCATION & OTHER REQUIREMENTS**

- 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:
  - High school diploma or equivalent; and
  - At least 2 years of progressively responsible technical experience with basic physical geography, land plots and legal descriptions, geographic/spatial data; and
  - At least 3 years of progressively responsible experience working in an office setting; preparing and filing correspondence, reports, and statistical analyses; compiling data; and customer service.
- Possess and maintain a valid Class “C” Nevada Driver License.
- Basic Geographic Information Systems (GIS) experience may be preferred.
- The ability to pass a criminal background investigation.

## **PHYSICAL DEMANDS**

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- *Physical Requirements*

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods; occasionally operate a motor vehicle including on rough roads and terrain; occasionally walk on uneven or slippery surfaces. Strength and stamina to bend, stoop, sit, and stand for long periods of time; occasionally reach for items above and

below typical desk level; occasionally reach, bend, squat, and stoop; occasionally lift stacks or reams of paper, reports, and other materials up to 25 pounds. Dexterity and coordination to handle files and single pieces of paper. The ability to communicate in-person and via telephone and other telecommunications equipment. *In compliance with applicable disability 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.*

- *Working Environment*

Work is typically performed indoors in an office environment where a portion of work is performed at a desk and on a computer; work is occasionally performed in outdoor environments with intermittent to frequent exposure to a variety of extreme weather conditions, including heat, rain, snow, cold, wind, and dust. Work is occasionally performed by operating a motor vehicle. Work includes periodic contact with angry and upset individuals under stressful situations. Work is performed with frequent distractions and interruptions by phones, customers, and others.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

Effective the \_\_\_ day of \_\_\_\_\_, 2018

Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employee's Association AFSCME Comstock Chapter dated July 1, 2016 through June 30, 2019.

*Storey County Government*

*Storey County Employees' Association*

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Pat Whitten  
County Manager

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Tobi Whitten, President  
AFSCME Comstock Chapter

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Austin Osborne  
Human Resources Director