



CHURCHILL COUNTY
invites applications for the position of:

Associate Planner

SALARY: \$24.70 - \$33.22 Hourly
\$4,281.33 - \$5,758.13 Monthly
\$51,376.00 - \$69,097.60 Annually

OPENING DATE: 12/06/16

CLOSING DATE: 12/26/16 08:00 PM

POSITION SUMMARY:

Communities are growing and changing all over the country. Are you experienced and enthusiastic about helping shape that change? Can you be in tune with the wants and needs of the local community and use your skills to enhance the community? Are you willing to work with the challenges that face planning and community development in rural Nevada? If so, consider applying for the full-time position of Associate Planner for Churchill County.

As the Associate Planner for Churchill County, following are just some of the issues and agencies with which you will interface:

- Encouragement of the agricultural industry
- Naval Air Station (NAS) Fallon - NAS Fallon and the county partner together on a variety of issues. A current challenge is the desire of NAS Fallon to have federal land within Churchill County set aside for expansion of its bombing ranges.
- Geothermal and solar development
- Water resource management
- Federal management of public lands and natural resources

You may be involved with reviewing environmental impact statements and recommending comments on behalf of the county. You would make presentations before the public at Planning Commission and County Commissioner meetings, and at other public forums as needed.

If this position sounds interesting to you and you believe you are qualified, **apply online by 3 PM on December 26, 2016 at www.churchillcounty.org/careers** for the initial application period. The position will remain open until it is filled.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Receives and processes applications for variances, rezoning, specific plan amendments, land division maps, annexations, use permits, and related zoning/planning and regulation items.
- Understands, explains and enforces provisions of County codes, applicable laws and regulations, and other policies and standards to potential applicants and the public.
- Updates water rights ownership database; provides information to Truckee-Carson Irrigation District to submit annual temporary water transfers to State Nevada Engineer's Office; provides information to consultant to submit temporary water transfers for re-vegetation and dust control.
- Monitors status of development applications from receipt of application to issuance of final permit.
- Conducts research studies and prepares reports and recommendations regarding planning and zoning related issues.
- Researches and reviews plans for ordinance regulations; provides specific information to engineers, architects, contractors, developers, property owners, etc. regarding codes, regulations and procedures; assists in development of ordinances.
- Prepares a variety of written communications, including analytical reports and correspondence; directs the preparation of graphic materials.

- Develops and provides oral and graphic presentations or prepares materials for presentation to Boards, commissions and community groups.
- Serves as grant administrator as assigned.
- Coordinates efforts of County Planning Office with regional government agencies, community groups, State and federal agencies; attends public meetings and presents information on planning related issues.
- Researches and understands laws, regulations, and pertinent information related to planning activities.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

Education and Experience

Bachelor's degree in planning, or a closely related field; AND three (3) years of professional planning related experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills:

Knowledge of:

- Objectives, principles, procedures, standards, practices, information sources and trends of planning and zoning.
- Statistical analysis and mathematical concepts related to the planning process.
- Terminology, symbols, methods, techniques and instruments used in planning graphics and map drafting.
- Standard office practices and procedures.
- Computer applications related to the work to include GIS and mapping software.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.

Skill in:

- Researching, analyzing, and summarizing planning data.
- Interpreting maps, site and building plans and specifications, graphs and statistical data.
- Preparing clear, concise and complete technical documents, reports, correspondence and other written materials.
- Reading, analyzing and interpreting plans, blueprints, and other related documents.
- Exercising sound independent judgment within established procedural guidelines.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Representing the County in contacts with county officials, community and other agencies and the public and making effective presentations.
- Maintaining accurate records and files.
- Contributing effectively to the accomplishment of team or department goals, objectives and activities.

Required Certificates, Licenses and Registrations

- Nevada Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate over the telephone and in person.

Conditions of Employment

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. New employees are required to submit to a background investigation and if hired for a safety-sensitive position, a drug/alcohol screen. Employment is contingent upon passing the background and the drug/alcohol screen (if applicable).
3. Churchill County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.churchillcounty.org/hr>

Position #2016-41
ASSOCIATE PLANNER
GS

155 N Taylor Street, Suite 155
Fallon, NV 89406
(775) 428-1311

gdstark@churchillcounty.org

Associate Planner Supplemental Questionnaire

- * 1. What is your post-high school educational background (if any) in planning, natural resource management, or a related field?
 - None
 - Associate's Degree in a related field
 - Bachelor's Degree in a related field
 - Master's Degree or higher in a related field
- * 2. In what field did you receive your degree referenced above?
- * 3. How many years of professional related experience do you have?
 - None
 - Less than 1 year
 - 1 year to less than 3 years
 - 3 years to less than 5 years
 - More than 5 years
- * 4. Please identify the company/agency/organization where you gained the experience described in question #3. Note: These employers must be listed in the work history section on your employment application to receive credit. Entering "N/A" or "See Resume/Application" does not qualify as an acceptable response.
- * 5. Please describe your experience with water rights and water use.
- * 6. In 500 words or less, describe a professional planning situation you have been involved in where an issue has caused widespread controversy and concern. What was your role and how was the situation mediated or resolved?

- * 7. Specify your level of proficiency (beginner, intermediate, advanced) in each of the following:
Example: Word - Intermediate, Excel-Advanced, GIS Programs - Intermediate
 - Word Excel
 - PowerPoint
 - Access
 - GIS Programs
 - Adobe Products

- * 8. Do you have experience applying knowledge of environmentally critical areas and critical area regulations in the analysis of studies and projects (specifically, the potential to impact critical areas and determining the project's consistency with these regulations and then writing critiques and staff reports with recommendations)?
 - Yes
 - No

- * 9. If your answer is "yes" to the question above, please describe your experience in 250 words or less.
(If the answer is no, answer "N/A".)

- * 10. In 250 words or less, describe what economic development in a rural community entails and your experience with economic development.

- * 11. Over the last decade the nation has experienced a booming economy and then a recession resulting in the need to change the way things are done (e.g. deliver services with less funding, etc.). In 500 words or less, describe a situation where you have been part of this change. Be sure to include your role and what the outcome was.

- * Required Question