



Douglas County Human Resources

Job Announcement

Planning Manager Full Time Community Development/Planning Division

Responsibilities: Under general direction of the Community Development Director, supervises, reviews, and participates in complex planning matters involving current and long-range planning matters; serves as liaison to the Towns, GIDs and/or other agencies regarding the development review process; ensures policies and goals in the adopted Master Plan, zoning ordinance, and other standards set by the Planning Commission are being followed, and provides direct supervision over the professional planning staff and activities of the Planning Division.



Job Functions Include:

- ✓ Provides technical and professional planning services to achieve consistent and controlled growth in the County; assures project plans are in conformance to County goals, and in compliance with local, state and Federal codes and regulations. Reviews and evaluates project designs, plans, technical documents and special use permits for compliance with County standards and regulatory requirements; reviews land development proposals and planning and zoning changes; meets with and advises developers regarding development applications and processes; explains purposes, regulations and procedures of accepted development practices; suggests alternatives for an improved design. Initiates, formulates, and recommends planning and development related ordinances, programs, policies, and plans relative to current and long range plans including County Master Plan updates, Open Space Plans, and special studies on housing, population, transportation, and water; monitors and reviews trends in County and regional planning issues; researches and interprets laws, regulations, and general information.
- ✓ Answers inquiries and assists the public and other agencies in matters relating to planning, zoning and permit review, and other County standards and regulations; provides information within scope of authority; represents and speaks for the County at meetings and on various regional boards, groups and programs, such as the Tahoe Regional Planning Agency (TRPA); provides advice to the Board of Commissioners, the County Manager, County Planning Commission, and other County departments. Incumbent may sit as the County representative on the TRPA Advisory Planning Commission. Oversees the development review process, coordinating with team members from other divisions and departments; reviews and processes a variety of applications, permits and plans; reviews development plans with developers, builders, utility companies, and other County departments; provides reports and findings to the Community Development Director; oversees the Administrative Hearing Process; provides reports on planning, zoning and development matters for presentation to the County Planning Commission and County Board of Commissioners. Coordinates with various regional government organizations, community groups, and state and Federal agencies; attends public meetings and coordinates discussions on regional planning and zoning issues.

- ✓ Develops and administers the budget for planning related activities and assists the planning of projects related to economic development. Works with the County Manager and Community Development Director in implementation of the County's Redevelopment Plan and various community plans. Manages special projects as assigned; conducts research and analysis on permits, plans, rules and regulations; oversees the Community Development Block Grant (CDBG) and affordable housing programs. Effectively supervises assigned personnel by evaluating and analyzing department issues and recommends and implements solutions; prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities. Coordinates with various regional government organizations, community groups, and state and Federal agencies; attends public meetings and coordinates discussions on regional planning and zoning issues.

Minimum Requirements: Bachelor's Degree in Planning, Engineering, Earth Sciences or other closely related field, and six (6) year's municipal, urban or regional planning experience, and at least two (2) years of supervisory experience; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities. American Institute of Certified Planners (AICP) is required. Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required. Valid Driver's License with an acceptable driving record will be required if invited to an interview.

Other Knowledge, Skills, & Abilities: Knowledge of current principles and practices of urban planning; research methods, sources of information related to urban growth and development; principles of graphic presentation; content and types of laws, codes and policies governing urban planning, land use and community development, economics, engineering and municipal finance as applied to urban planning process; federal grant administration; knowledge of effective management and supervision.

Ability to collect and analyze data pertinent to planning and make appropriate recommendations; prepare clear and concise reports; assign and evaluate the work of subordinate personnel engaged in various planning and community development tasks; work in a team environment with other departments and county employees on planning/economic development-related issues and ability to empower team members and the community to provide constructive problem solving; use initiative and independent judgment within established procedural guidelines; prioritize multiple tasks and projects; research and analyze the factors affecting community planning projects; demonstrate effective interpersonal relationships in bringing people together to solve problems.

Salary Range and Benefits: \$72,436.00 to \$97,323.20 annually. The County has a generous benefits program including state retirement plan (PERS 100% employer paid), health, dental, vision, and life insurance, deferred compensation plan, vacation, sick and administrative days. 100% employer paid retirement (PERS), sick and annual leave, medical, dental, vision and life insurance.

Filing Information: A Douglas County application and current **DMV printout of driving record required if invited to an interview.** Applications returned without the proper documentation **will not** be considered. Resumes accepted when attached to a completed application. For application, call (775) 782-9876, visit www.douglascountyhr.com or Human Resources. Submit application to the Douglas County Human Resources Office, 1594 Esmeralda Avenue, 1st Floor, P.O. Box 218, Minden, NV 89423.

Closing Date: 4:00 p.m., Friday, March 12, 2010

Douglas County is an Equal Opportunity Employer and Drug Free Workplace
Douglas County Human Resources, 1594 Esmeralda Avenue, 1st Floor, P.O. Box 218, Minden, NV 89423
Accommodations for disabled applicants can be made by calling Human Resources (775) 782-9860
TTD# (775) 782-9070 Fax# (775) 782-9083