

NYE COUNTY EQUAL EMPLOYMENT OPPORTUNITY
Assistant Planning Director
Planning
Pahrump, NV

Plans, supervises, reviews and evaluates the work of planning and technical staff; assists the Planning Director in the day-to-day work of the department; performs professional level work on difficult, complex and/or sensitive current, advanced or specialized planning projects. Prepares agendas, compiles, and analyzes data, prepares, and presents staff reports and attends meetings to discuss the elements of the comprehensive plan and land development policies and ordinances. Provides management support to the Pahrump Regional Planning Commission (PRPC). Acts on behalf of the Planning Director in the Director's absence.

Job Responsibilities:

- Coordinates and assists in the preparation of: staff reports on land use actions including research, compilation, and analysis of data; reports for conditional use permits, land divisions, zoning amendments, variances, comprehensive plan amendments, easements and appeals as they may apply to Nye County.
- Assists Director of Planning in day-to-day planning, supervision, reviews, and evaluations of the work of planning, code compliance and technical staff.
- Assists Director of Planning in both current and comprehensive planning activities including preparation of ordinances and resolutions.
- Presents reports to Director of Planning, County Manager, Planning Commissions, and Board of County Commissioners with recommendations along with facts, findings, and conclusions to support recommendations and decisions.
- Assists the public in person and by telephone regarding development proposals, ordinance interpretations and similar matters.
- Evaluates administrative land use actions and provides recommendations to the Director of Planning.
- Coordinates and assists in preparing land use decision notifications and related documents.
- Coordinates and assists in the evaluation of development permit applications for compliance with zoning and division of land regulations, and the preparation of legal notices for administrative and public hearings on land use applications.
- Conducts field research for land use actions.
- Provides management support to the Pahrump Regional Planning Commission (PRPC) including preparation of budget proposals; coordination, evaluation and analysis pertaining to elements of the Pahrump Regional Planning District's Master Plan and related Ordinances.
- Performs other land use planning duties as may be assigned.
- Acts on behalf of the Planning Director in the Director's absence.

Job Requirements:

- Graduation in a planning related field from an accredited college or university at the Bachelor's level.
- Four (4) years full-time work experience closely related to the duties and responsibilities of the class.
- Eight (8) years of extensive planning experience closely related to the duties and responsibilities of the class, and a minimum of two (2) years supervisory experience in the professional planning field.

Licenses:

- Valid Nevada Driver's License
- AICP Certification preferred.

Nye County requires a pre-employment drug screen through a designated facility. Employment is contingent upon successful completion of this process.

Pay Rate: \$40.79/ Hour

Benefits: Nye County offers an attractive benefits package including 100% County paid medical, dental, vision, and life insurance for the employee, 10 hours paid sick and 10 hours paid annual leave accrued monthly, Eleven (11) paid holidays, Nye County participates in the Public Employees Retirement System (PERS) and contributes 100% of the employee contribution.

Applications must be received by the deadline. Postmarks are not accepted. Resumes are accepted when attached to a completed application. Applications returned without the required documentation or not filled out completely **will not** be considered. Applications may be obtained and returned to the following: NYE COUNTY HUMAN RESOURCES Departments: P.O. Box 3400, 101 Radar Road, Tonopah, NV 89049 or 2101 E. Calvada Blvd., Suite 150, Pahrump, NV 89048. Applications may also be obtained by emailing human_resources@co.nye.nv.us or can be downloaded from www.nyecounty.net. Nye County is an Equal Opportunity Employer; applicants requesting accommodation under the ADA should contact Human Resources. Please call (775) 751-6301 with any questions. **Deadline: September 24, 2021 @ 5:00 p.m.**