



CITY OF RENO
 Department of Human Resources
 and the
 Civil Service Commission
 PO Box 1900,
 Reno, NV 89505

<http://www.reno.gov/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Planning Technician**

An Equal Opportunity Employer

SALARY

\$22.64 - \$31.85 Hourly \$1,811.05 - \$2,548.13 Biweekly \$3,923.93 - \$5,520.95 Monthly
 \$47,087.19 - \$66,251.45 Annually

OPENING DATE: 06/17/19

CLOSING DATE: Fri. 07/12/19 5:00 PM Pacific Time

THE POSITION

Are you interested in Planning and Development and the chance to put your thumbprint on the development of our community? Do you have experience in permit review and are an ace at analyzing, interpreting and accurately checking building plans and specifications? You may be the person we are looking for, especially if you are a great team player, can manage multiple tasks simultaneously and are able to communicate effectively and build interpersonal relationships with internal and external customers.

There is currently one (1) position available in the Planning Division of the Community Development Department and this will establish a list for future vacancies. This is an open competitive recruitment for all qualified individuals for this Civil Service position.

POSITION SUMMARY

Under general supervision, performs a variety of technical planning functions supporting the review and approval of building permit documents and planning cases; responds to questions and inquiries from the general public regarding planning policies and regulations.

The City of Reno is committed to ensuring equal employment opportunity. This commitment is also part of our effort to prepare for a more diverse and representative workforce.

Note: The salary and benefits associated with this position are subject to change at any time.

EXAMPLES OF ESSENTIAL FUNCTIONS

- Review building plans for completeness, accuracy, and conformance with applicable zoning codes; contact applicants to advise them of additions, deletions and/or corrections necessary to ensure conformance with current codes.
- Receive telephone and in person inquiries regarding City zoning ordinances, applications, and other related matters.

- Maintain manual and computerized records of planning cases; organize data for easy accessibility to planners and others; prepare maps, charts, graphs and statistical exhibits for inclusion in planning reports and publications; perform plan checking for conformance to City ordinances.
- Assist in the preparation of studies and perform other tasks as assigned in support of professional planning staff; collect, verify and compile land use data from existing descriptions, maps, field surveys, reports and records from other agencies.
- Receive, review and process applications for special use permits, variances, zone changes, and other planning cases; check for accuracy and completeness; interpret City codes and other policies and standards.
- Make field surveys and investigations related to planning and zoning projects.
- Assemble packets for Planning Commission members; assemble and post agendas for meetings and legal notices for publication.
- Distribute planning packets to appropriate City staff for review; assemble and mail applicant letters and development review memos for new cases; create mailing address lists to be used in mailing public notices.
- Participate in various special projects involving research, data collection, and analysis as required.
- Perform related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Completion of a high school diploma or the equivalent supplemented by college level course work in planning, construction, management, civil engineering, or a related field.

Experience:

One (1) year of plans review experience. An accredited college or university degree in a related field may be exchanged for the experience.

License or Certificate:

Possession of an appropriate, current and valid driver's license.

Knowledge of:

- Methods and techniques of building plan review.
- Basic principles and practices of urban planning.
- Principles and practices of effective customer service.
- Geographic Information System operation and application.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and procedures of record keeping.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Analyze, interpret and accurately check building plans and specifications.
- Monitor the processing of building plans and specifications.
- Interpret maps, sites, and building plans.
- Receive, review and process applications for special use permits.
- Respond to requests and inquiries from the general public.
- Maintain clear and concise records.
- Adapt to changing technologies and learn the functionality of new equipment and systems.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Understand and apply federal, state, and local laws, regulations, policies, and standards pertaining to the planning process.
- Work in a team-based environment to achieve common goals.
- Coordinate multiple projects and complex tasks simultaneously.
- Meet the physical requirements to safely and effectively perform the assigned duties.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment:

Work is performed primarily in a standard office setting with some travel from site to site, extensive public contact, and exposure to an outdoor field environment and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate a motorized vehicle; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

SUPPLEMENTAL INFORMATION**HOW TO APPLY:**

You may submit your completed application and supplemental questionnaire online at www.reno.gov/jobs **by July 12, 2019, at 5:00 p.m. PT.** If a computer or mobile device is not available to you, suggested locations to complete an online application submittal include: the City of Reno City Hall 2nd floor computer kiosk or the 5th floor Civil Service Offices, or any locations of Nevada Job Connect and any local library or educational facility.

Note: Please answer the supplemental questions included with this announcement. The questions are not part of the applicant's final grade but will be used as a step in the minimum qualification and screening process.

EXAMINATION PROCESS:

Written Exam: 100% of the final grade.

Applicants who pass the advanced qualification screening will be invited to participate in an online assessment.

This online assessment will be self-administered with no proctor, which means candidates will be able to complete the assessment online.

The instructions and guidelines will be emailed to qualified applicants by July 13, 2019. The assessment must be completed by July 22, 2019, at 11:59 PM PT. If you have previously taken a Wonscore examination with the City of Reno, you have the option of having the results applied to this recruitment.

NOTIFICATION:

Applicants are notified by email of their examination results. Applicants who do not meet the minimum qualifications will also be notified.

TESTING ACCOMMODATION:

If you wish to identify yourself as an individual with a disability and will be requesting an accommodation, that request must be made to the Chief Examiner no later than the closing date of this announcement.

CONTACT AND DEMOGRAPHIC INFORMATION:

Applicants are responsible for keeping the Reno Civil Service Commission informed of all contact phone, email and mailing changes. Rule XV, Section 2.

EMPLOYEE/VETERAN PREFERENCE (In the Event of Tie Scores):

In the event of tie scores resulting from an open competitive examination, employees will be provided a rank preference in the following order: employees with established veteran status shall be given the first preference, non-veteran employees second preference and non-employee veterans third preference. A candidate who desires to claim veteran's preference must, at time of application, submit documentation of honorable discharge from the United States Armed Forces. This preference will only be administered in the event of tie scores. Documentation must be submitted at the time of application.

APPOINTMENT & CERTIFICATION:

Appointments to positions in the City's Civil Service system are made on the basis of examination. Scores resulting from a competitive examination are used in determining a person's rank on an eligible register. The current certification rule in effect at the time a request is received by the Civil Service Commission will be used to refer names. The department may hire any of the persons referred. The names of those persons not hired may be considered when the next vacancy occurs, for as long as that register is viable.

PROBATIONARY PERIOD:

As the final step in the selection process, newly hired and newly promoted employees serve a probationary period of fixed duration to show their ability to perform the work.

QUESTIONS/UPDATES:

Questions about the information on this announcement and updates to application information should be directed to Civil Service at (775) 334-2223.

Note: The salary and benefits associated with this position are subject to change at any time.

The City of Reno is an equal opportunity employer. Recruitment, hiring, assignment, training, compensation, promotion, retention, and disciplinary decisions will be made without regard to race, color, religion, creed, national origin, sex, sexual orientation, gender identity, gender expression, age, pregnancy, physical or mental disability, genetic information, veteran status, political affiliation, membership in an employee association, or any other protected class status applicable under federal or state law or City Charter.

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PLANNING TECHNICIAN
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Planning Technician Supplemental Questionnaire

- * 1. The following questions are required for all applicants for this position to answer completely in order to determine the applicant's minimum qualifications and related work experience. **All responses to the following questions, including paid work experience, must be verifiable and documented in your application in order to receive credit for the answer.** Credit will not be given for answers of "see resume." I have provided truthful information on my application and in my responses to this supplemental questionnaire.
- Yes
 No
- * 2. I have the following education: (Check the highest education you have achieved)
- High school diploma or the equivalent
 Associate Degree
 Bachelor's Degree
 Other
 None of the options apply to me
- * 3. I have one (1) year of planning application review detailed on my application that was/is paid employment experience.
- Yes
 No
- * 4. Please indicate the number of years below for which you performed site reviews for completeness, accuracy and conformance to zoning codes. Choose only one. If this is not indicated in your work history you will not receive credit.
- I have one full year of paid experience performing the above presented site reviews.
 I have two full years of paid experience performing the above presented site reviews.
 I have three full years of paid experience performing the above presented site reviews.
 I have greater than three full years of paid experience performing the above presented site reviews.
 None of the above is applicable to me
- * 5. I have interpreted maps, plat maps and site plans for an urban planning or regional agency for at least one (1) year.
- Yes
 No
- * 6. I have received, reviewed and/or processed applications for special/conditional use permits, variances, zone changes and other urban or regional planning agency uses.
- Yes
 No
- * 7. I have served the public by answering inquiries over a service counter or by phone from citizens/businesses requesting services related to urban planning agency planning and zoning functions.
- Yes
 No
- * 8. I have prepared planning studies in support of the following with an urban or regional planning agency (choose all that apply):
- Landscape analysis
 Traffic analysis
 Parking analysis

- Code Conformance analysis
- None of the above apply to me

* 9. I have had the responsibility for one (1) year or greater to monitor site plan and specification processing.

- Yes
- No

* 10. If you have previously taken a Wonscore examination with the City of Reno, do you want the results applied to this recruitment?

- Yes
- No
- Not applicable to me

* Required Question