

## PERSHING COUNTY CLASS SPECIFICATION

### PLANNING AND BUILDING TECHNICIAN

#### **DEFINITION:**

Under general supervision, performs specialized or technical clerical and technical duties related to the issuing of building permits, the submitting of planning and zoning requests and support of the Imlay Water System; provides administrative support to the Planning and Building Department and performs other duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS:**

Planning and Building Technician is distinguished from the Administrative Clerk series by the requirement to apply specialized knowledge to determine compliance with mandated/legislated regulations.

#### **ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).**

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are least likely to be essential functions for any single position in this class.

1. Assists the public in acquiring the necessary information regarding the process to follow and identifying the agencies that must be contacted in order to be in compliance with the County and City planning, zoning and building regulations; explains the rules, regulations, and procedures to potential applicants and the general public; answers questions and provides information regarding current procedures.
2. Receives and reviews relevant documents, applications or records; creates files and routes relevant documents, applications or records for review, comments and approval; prepares reports and charts and compiles relevant information for use and review by the Planning Commission and the County Commissioners; may present information contained in reports and explains applicable procedures.
3. Confirms that all required documents, plans, specification, forms, and supporting materials have been submitted; advises of any omissions and potential revisions based upon a technical review of the packet of materials assembled; calculates fees and other costs associated with the process and collects fees; issue permits that do not require technical review by the Director.
4. Prepares and issues bills for the Imlay Water System; receives payments, issues receipts and posts to customer records; sets up accounts, reviews payment history, prepares and sends out past due notices and collects on past due accounts.

5. Prepares a variety of reports and materials for presentations to County Commissioners and Planning Commission; participates in and makes presentations as required; follows up on decisions made by appropriate authority.
6. Operates the Geographic Information Systems (GIS); updates and revises the various maps contained on the system; creates new map layers as the need arises; performs daily data backup and system maintenance.
7. Receives and screens visitors and telephone calls and takes messages and schedules appointments; types correspondence and communicates with appropriate parties concerning a variety of departmental issues; maintains the accounting records for the department; receives and processes payments; makes bank deposits; assists in the preparation of the annual budget.

## **QUALIFICATIONS FOR EMPLOYMENT**

### **Knowledge and ability**

*Knowledge of:* basic principles of the applicable ordinances, codes and regulations enforced by the City of Lovelock and Pershing County; basic functions and authority of county and municipal government operations; office practices and procedures, including filing and the operation of standard office equipment; basic record keeping principles and practices; correct English usage, including spelling, grammar and punctuation; business arithmetic; computer systems applications; GIS software, programming logic, computer operating systems and networks; digitizing and data manipulation procedures for geographic information systems; geography and map layout and design.

*Ability to:* understand, apply and explain codes, policies and procedures; compose and present written and verbal reports; analyze, solve, and make recommendations on a variety of problems related to the County's regulations; read and interpret technical documents; maintain accurate and legible records of activities; read and understand legal descriptions; read and use zoning maps, quarter section maps, plat maps, land use maps and aerial maps; organize projects and research data; gather and analyze data and assemble the data in order to solve problems; set priorities and meet deadlines; communicate effectively both verbally and in writing; performs detailed office support work; make appropriate decisions independently and in accordance with established policy; operate standard office equipment including a computer; organize and maintain accurate files and records; provide factual information both in person and on the telephone; accurately type at a rate sufficient to perform assigned duties; work harmoniously and tactfully with other County employees, representatives of organizations conducting business with the County and the public including individuals having complaints regarding County actions.

### **Special requirements**

Possession of a valid Nevada driver's license at time of employment.

### **Experience and training**

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:

An Associate degree in the field of social sciences or closely related field or two (2) years of experience involved in customer service including working with computer information systems.

**PHYSICAL DEMANDS**

Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods on a regular basis. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to 25 lbs. such as files, stacks of paper, reference and other materials. Moving from place to place within the office; some reaching for items above and below desk level; sitting for long periods of time; moving from place to place in the office and in outdoor locations.

**WORKING CONDITIONS**

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Computer use on a daily basis.

FLSA Status: Non-Exempt

**Employee's Acknowledgment:**

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Employee's Signature

\_\_\_\_\_  
Date Signed