



PROJECT COORDINATOR

DEFINITION: Under general supervision, perform a variety of field and office work; assist with and administer grants and Planning projects; assist with, manage, and administer Public Works programs; manage the Planning Department's finances and assist with budgets; compile, interpret and present Planning and Public Works data and issues to the public, County officials, and other agencies; process Planning, Public Works and building applications; conduct surveys and research; conduct enforcement investigations and follow-up; assist with and conduct public meetings and information preparation and distribution; maintain records; prepare reports, graphics, maps, and presentation materials, and perform other related duties as required.

ESSENTIAL JOB DUTIES: Compile land use data from existing property descriptions, maps, reports, and field surveys; provide customer service and assistance; manage the department's finances, including monitoring project finances, contracts, and billing, in coordination with the Auditor and other staff; assist with audits and budgets; coordinate the department's filing and office maintenance needs; staff commissions and boards, including preparing, distributing, and posting agendas and minutes; assist with and manage the department's HOME Grant and Yucca Mountain Repository Assessment Office; assist with and process annexations, detachments, and other agency reorganizations; answer inquiries from the public regarding planning and building policy and interpretation of land use, zoning, and building policies and regulations; analyze applications and recommend revisions to land use policies, the General Plan, zoning, and other plans; prepare well-written and well-organized reports, memoranda, and correspondence; investigate and follow up complaints of alleged violations of land use, zoning, and building ordinances and regulations; conduct monitoring to determine compliance with conditions of approval; accumulate and analyze statistics for reports; prepare graphs, charts, exhibits, and illustrations; conduct surveys and research; assist with and conduct public meetings; information preparation and distribution; maintain records; review and process planning and building applications; write and issue permits for construction, film production companies, special events, etc; assist in training staff members as needed.

Physical ability to: Work in a busy office environment with the ability to sit for extended periods, stand, walk up to one-quarter mile on terrain that may not always be level, kneel, stoop, squat, twist, and lift and carry up to 20 pounds; assignment of field inspections and tours will require outdoor work, sometimes in adverse weather conditions.

EMPLOYMENT STANDARDS

Education/Experience: Equivalent to graduation from a four-year college or university with major coursework in planning, engineering, public administration, governmental accounting, or a closely related field. Two years of full-time experience in a planning, engineering, public administration, governmental accounting, or a closely related field may substitute for the required education on a year-for-year basis for up to two years.

Knowledge of: How to interpret zoning, planning, and building policy and regulations; techniques used in compiling and interpreting data, and presenting it in graphic and written forms; instruments, methods, and symbols used in mapping; administrative techniques, including project management, accounting, budget, and organizational analysis; research and investigative techniques and procedures; well developed computer skills such as internet research, email, word processing, geographic information systems, databases, accounting, and spreadsheets; public presentation tactics; advanced writing skills including punctuation, grammar, organization, and appropriate format.

Ability to: Understand, explain, and interpret planning and building policies and regulations accurately and tactfully to the public; analyze applications for compliance with procedural requirements; understand and interpret legal property descriptions, topographic drawings, maps, and field notes; communicate and present information to County staff, public officials and the general public clearly, accurately, and tactfully; prepare well-written and well-organized reports, memoranda and correspondence; prepare graphs, charts, exhibits, and illustrations for reports; prepare and distribute legal notices; operate a computer and software including internet, email, word processing, spreadsheets, databases, website development, accounting, and geographic information systems; prepare neat and accurate charts and graphs; take direction from multiple sources and complete tasks on a deadline; seek direction and prioritize tasks; assist in and manage meeting development and set up; collect and analyze data.

Special requirements: Must possess a valid operator's license issued by the State Department of Motor Vehicles. Must be willing and available for night meetings, out-of-state travel, and overnight travel. Must be available to work overtime as necessary.