

## **VILLAGE OF CLEMMONS PLANNING TECHNICIAN**

### **General Statement of Duties**

Performs technical and administrative work in support of the planning process for the municipality such as processing development applications, researching records, providing basic information on ordinances, applications and regulations, and preparing information for development review or board meetings.

### **Distinguishing Features of the Class**

An employee in this class is under the supervision of the Planning Director and is primarily responsible as a resource to the general public in all planning activities. This position will perform office administrative work in support of the operations while working closely with the public on a regular basis to provide excellent customer service on planning and zoning issues.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

- Provides technical assistance to the general public, property owners, builders, developers, and contractors, by telephone, in person, and electronically;
- Assists in preparing maps, reports, and packets for the Planning Board and Board of Adjustments;
- Prepares public notices and property owner notifications
- Serves as staff support to various boards, including preparation and distribution of agendas, attending meetings, recording and typing minutes
- Keep abreast of federal, state, and local regulations, guidelines, procedures, and trends;
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, tax base data, and occupancy rates;
- Assists with preparing maps and presentation materials;
- Works with property owners, developers, realtors, and consultants regarding development proposals in person, by telephone and electronically
- Investigates land use violations
- Performs routine office tasks, including data entry, file management, and copying
- Serves as Notary for document certification
- Performs other duties as assigned

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

- Thorough knowledge of computer hardware and software programs, which include Microsoft Office, Internet Applications, and Mapping Software
- Knowledge of planning principles and practices
- Knowledge of the Village of Clemmons Unified Development Ordinances and Village Code
- Oral and written communication skills to explain ordinances and procedures clearly to the public
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with regulations and to apply regulations to field conditions
- Ability to work on several projects or issues simultaneously

### **Physical Requirements**

- Must be able to perform the basic life skills of climbing, stooping, kneeling, crouching, walking, talking, and hearing
- Must be able to lift 20 lbs
- Must possess the visual acuity to compile and compute data and statistics, operate a computer terminal, proof read material and do extensive reading

### **Education and Experience**

- Graduation from an accredited college or university with an Associate's Degree supplemented by major course work in urban planning, geography, public administration, landscape architecture, computer sciences or a related field, plus two years of experience in plan review, zoning administration, planning, or related experience is also required. A bachelor's degree is preferred and may substitute for two years of experience.