



POSITION: Planning Technician
CLASSIFICATION: Non-Exempt
DEPARTMENT: Planning
SALARY GRADE: 19

General Statement of Duties

The Planning Technician performs moderate level planning, departmental, clerical and administrative work, research, ordinance revisions, permit review, and web page management for the Planning Department.

Distinguishing Features of the Class

An employee in this class is required to possess a general knowledge of public sector planning, office practices and procedures, manage office organization, and perform a variety of administrative functions. The position is the first point of contact with the public requiring excellent communication skills and knowledge of development codes, ordinances, and procedures. This employee assists the departmental staff with projects, including research, communication through correspondence and the web site, and general office duties. This employee provides support for planning ordinance revisions and updates. Work is performed independently under supervision by the Planning Director, but in a collaborative and facilitative working environment, and is evaluated through conference, feedback, and review of deliverables and outputs.

Essential Duties and Tasks

- Perform skilled clerical and administrative work for the department manager and planning staff.
- Type and send routine letters of correspondence, emails, and memos, and proofread them for accuracy.
- Manage office schedule, coordinate meetings, conferences, and appointments, and host visitors.
- Research planning-related topics using the internet, state statutes, planning sources, municipal and county codes and ordinances.
- Coordinate legal notices for public meetings and ordinance amendments.
- Maintain and manage department plats, records, databases, forms, logs and files and update both electronic and paper file management systems as necessary.
- Prepare and maintain application packets, both paper and electronic, to guide developers through the planning processes and track development projects through each procedure.
- Assist with coordination of schedules and logistics for public meetings and other planning department functions.
- Respond to queries from citizens regarding ordinances, policies, procedures, permits, and general information.
- Upload and maintain the planning department web pages, including news, calendars, agendas, minutes, development projects, planning projects, and general information.
- Research and prepare recommendations for ordinance or code amendments, policies, and procedures for planning ordinance committee and board consideration.
- Review building, sign, and zoning permit applications to assure compliance with ordinance requirements
- Attend public meetings, assisting other planning staff as appropriate
- Serve as liaison to the Board of Adjustment.
- Participate in reviewing and issuing permits and drafting zoning verification letters for customers.

Additional Job Duties

Performs related duties as required.

RECRUITMENT AND SELECTION GUIDELINES

Knowledge Skills and Abilities

- Ability to gather knowledge and give basic information and instructions to the public regarding department programs, boards and committees, processes, and functions.
- Basic knowledge of planning principles and the ability to learn relevant local, state and county laws, rules, regulations, procedures, and policies.
- Excellent communication skills.
- Excellent writing skills, including technical writing.
- Ability to multi-task and prioritize work.
- Ability to answer questions and solve problems independently.
- Ability to schedule appointments and meetings through outlook.
- Ability to organize and maintain electronic and paper records and documents.
- Ability to type with accuracy at a minimum of 40 words per minute without typing errors, and correct spelling, grammatical structure, and punctuation.
- Ability to learn how to post and maintain information on the web site and sharepoint.
- Considerable knowledge of computer skills (MS Word, Excel, Outlook, etc.)
- Ability to research, give input, and draft ordinances, policies and procedures.
- Ability to provide leadership and facilitate discussions and meetings.
- Ability to establish and maintain effective working relationships with other departments, state and county government officials, community groups, and the general public.

Physical Requirements

- Must be able to physically perform the basic life operational functions of climbing, balancing, kneeling, reaching, standing, walking, lifting, fingering, grasping, talking, and hearing.
- Must be able to perform medium work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, and or up to 10 pounds of forces constantly to move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, operate a motor vehicle, perform field site inspections, and use measurement devices.

Desirable Education and Experience

Graduation from college or university with a degree in planning, urban design, landscape architecture, public administration or related field and administrative experience in planning; or an equivalent combination of education and experience.

Special Requirement

AICP credentials preferred, or desire to achieve certification within two years.

Possession of a valid driver's license.

I have read and understand the job responsibilities and physical requirements listed above. Furthermore, I certify that I am capable of responsibilities and can perform the physical requirements listed above.

Name

Date