



**ORANGE COUNTY GOVERNMENT**  
invites applications for the position of:  
**Planning Technician**

**SALARY:** \$18.47 - \$21.42 Hourly  
\$38,425.00 - \$44,559.00 Annually

**OPENING DATE:** 01/16/23

**CLOSING DATE:** 01/30/23 11:59 PM

**GENERAL DESCRIPTION:**

**The Orange County Planning and Inspections Department has an opening for a Planning Technician.** The work is primarily responsible for providing information and assistance to the public regarding subdivision and zoning regulations, and reviewing building permit/zoning applications, site plans, and home occupation applications for compliance with applicable regulations.

Work is performed under the general supervision of the Planner III/Current Planning Supervisor with leeway to exercise independent judgment within the framework of applicable rules, regulations, policies and procedures in the performance of duties, or as directed by the Supervisor. The work is not supervisory in nature. It does other planning-related work as required by the supervisor.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

**Examples of Essential Functions**

Following are examples of typical work activities and responsibilities. The incumbent may be responsible for performing other related duties and responsibilities as required or assigned. ***A position may not include all the work examples given, nor does the list include all that may be assigned.***

Provides information and explains processes to the public regarding general questions about the County planning program; responds to public inquiries concerning policies and procedures, planning topics, and other concerns as outlined in the Unified Development Ordinance (UDO).

Reviews residential building permit/zoning applications, site plans, and home occupation applications for compliance with applicable regulations; ensures boundaries and setbacks meet zoning regulations.

Accepts applications for non-residential site plans, subdivisions and zoning compliance and enters information into permitting software (i.e. EnerGov).

Conducts parcel research and review as needed using information from aerial photos, GIS system, Land Records and Register of Deeds.

Processes applications for exempt subdivisions and expedited minor subdivisions, and provides assistance with regulated subdivisions when requested; drafts approval letters.

Prepares site assessments and zoning reports to ensure compliance with the UDO.

Prepares, researches, and/or processes various records, projects, reports, and agendas as directed.

Supports the Development Advisory Committee by assisting the Planner I/II/III in creating meeting agendas, administering meetings, and recording minutes.

Prepares and maintains files, reports, plans, maps and other materials as required.

Adheres to the department's safety rules and regulations.

Performs related duties as required.

## **TYPICAL QUALIFICATIONS:**

### **FULL PERFORMANCE OF KNOWLEDGE, SKILLS, AND ABILITIES**

Good knowledge of the principles, practices and theories of land use planning, general plan development, and zoning code compliance.

Good knowledge of and ability to interpret relevant federal, state and local laws, regulations and ordinances pertaining to land use and subdivisions.

Good knowledge of the methods and techniques of research and statistical analysis, skill in collecting and analyzing data, and the ability to gather, compile, and analyze complex planning data and prepare technical reports.

Good knowledge of the geography and location of properties in the County.

Good knowledge of geographic information systems (GIS) and applications.

Skill and experience in being customer-focused, adept at problem solving and working collaboratively with others.

Skill in planning and prioritizing work, meeting critical deadlines, and following up on assignments with minimal direction.

Skill in reading and interpreting maps, blueprints, site plans, drawings, and deed information.

Skill and experience in public and interpersonal relations.

Ability to demonstrate sound judgment, integrity, resourcefulness, accuracy, thoroughness and the physical condition commensurate with the demands of the position, while maintaining an ethical standard of care.

Ability to communicate complex information effectively both orally and in writing, with a wide variety of people.

Ability to perform advanced mathematical calculations associated with the work.

Ability to use engineering and architect scales, measurement equipment, and drafting tools.

Ability to maintain records, as required for compliance.

Ability to represent the County in an effective and professional manner.

Ability to establish and maintain effective professional relationships with other departments, builders/developers, customers and residents, and skill in dealing effectively with the public.

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software to maintain records, prepare reports, and conduct correspondence

related to the work.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's degree in planning, urban studies or closely related field.

### **SPECIAL REQUIREMENTS**

Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated is required.

## **SUPPLEMENTAL INFORMATION:**

### **PHYSICAL REQUIREMENTS AND POSSIBLE HAZARDS**

Ability to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, typing, grasping, feeling, talking, hearing and repetitive motions of the hands/wrists.

Ability to perform light work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to prepare and analyze data and figures, perform extensive reading, and perform work on a computer.

***Orange County is an Equal Opportunity and Affirmative Action Employer***

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.orangecountync.gov>

Position #2-2023-198  
PLANNING TECHNICIAN  
DD

131 W. Margaret Lane, 3rd Floor  
Hillsborough, NC 27278  
919-245-2550  
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## **Planning Technician Supplemental Questionnaire**

- \* 1. Orange County is an E-Verify employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). I understand, that if hired, my employment eligibility will be verified through E-Verify.  
 Yes
- \* 2. I understand that resumes are welcomed but do not substitute for the work experience section of this application and failure to complete the work experience section will result in an incomplete application, which will not be considered for eligibility. Did you fully complete the work experience section of this application?  
 Yes  
 No
- \* 3. Do you have or are you able to obtain a driver's license valid in the State of North Carolina?  
 Yes    No
- \* 4. Are you an Orange County Local Government employee?

- Yes, I am a Permanent Employee that has passed the Probationary Period
- Yes, I am an Employee but I have not passed the Probationary Period
- Yes, I am a Temporary Employee
- No, I am not an Employee

\* 5. Please indicate your highest level of education from an accredited school.

- High School or GED
- Associates' Degree
- Bachelors' Degree
- Masters' Degree
- Professional Certifications

\* 6. Please indicate your degree major.

- Planning
- Urban Studies
- Related

7. If you indicated Related, please indicate your related degree major.

\* Required Question