



Job Description

Department: Community Development

Non-exempt

Job Title: Planning Technician

Reports to: Community Development Director

Date Job Description last revised 05/27/2021

GENERAL DESCRIPTION OF DUTIES:

Serves as a planning and zoning assistant and intake coordinator for the Community Development Department. Provides review of various permits, including building permits, sign permits, and vendor permits, as well as review and evaluation of other development proposals of low-to-moderate complexity. Provides information to the public regarding basic land use regulations and development application procedures. Assists with coordination of department's organizational systems and appointment setting. Assists with code compliance actions. Assists with, and occasionally provides, presentations to boards and committees such as Planning Commission, Historic Preservation, and others. Conducts research, special projects, various administrative tasks, and other duties as assigned.

EXAMPLES OF DUTIES:

The following duty statements are not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be a reflection of the principle job elements essential for making compensation decisions. The City reserves the right to modify or change duties or essential functions of this job at any time.

Processes minor development applications for building permits, sign permits, outdoor vendor permits, and other basic administrative reviews. Assesses the compliance of proposals with applicable plans, regulations, ordinances and policies; apprising the applicants of results. Ensures applications are complete. Collects fees.

Process minor land use applications including subdivision exemptions, conditional uses, and occasional variances and minor subdivisions. Assesses the compliance of proposals with applicable plans, codes, and other regulations and policies for either administrative decisions or staff recommendations to Planning Commission. Ensures applications are complete. Collects fees.

Attends, prepares and presents staff reports to the Planning Commission, Board of Adjustment and Historic Preservation Commission, as needed.

Under general supervision, provides customer assistance to property owners, developers, contractors, and the general public in the resolution of land use and zoning issues. Researches and explains municipal codes on land use issues to determine compliance.

Interprets and explains maps, plats, codes, and ordinances to the public. Provides written correspondence as follow up to customer inquiries, as needed.

Provides administrative support and acts as a liaison between the Community Development Department and the public.

As needed, may act as secretary for and records minutes of the Planning Commission, Board of Adjustment and Board of Appeals.

Maintains address files, assigns or amends addresses as necessary and notifies appropriate agencies.

Assists with land use code enforcement.

Assists with research, preparation, and contractual monitoring of departmental grants.

Performs clerical duties in support of the department including creating reports, and other materials. Helps manage records for department including files, databases, application logs and maps.

Prepares legal descriptions, legal notices, and notices for posting of property for public hearings.

Prepares resolution forms, zoning certifications, and general correspondence.

Responsibilities include scheduling of meetings, preparation of informational packets, distribution of agendas and other information as necessary.

Assists in review of staff reports prepared for planning applications and recommends changes to land use code, departmental policies and procedures based upon identified problem areas and special land use issues.

Performs current planning projects as assigned.

Performs other duties as may be assigned from time to time by the Community Development Director.

ORGANIZATIONAL RELATIONSHIPS:

Reports to the Community Development Director.

EDUCATION AND EXPERIENCE:

High school diploma or GED. A Bachelor's degree in Planning, Geography, Urban Studies, Public Administration or related field is preferred.

At least one (2) years prior experience in municipal planning, plan review, construction management, code enforcement, front counter and zoning code interpretation preferred or any combination of education and experience that provides the required knowledge, skills and abilities. Experience in general office work involving typing, computers, correspondence and general clerical work is also preferable.

KNOWLEDGE, SKILLS, AND ABILITIES:

Well-developed ability to read, understand, and interpret technical written materials, plans, diagrams, blueprints, and specifications

Customer service skills including the ability to resolve/diffuse customer issues and complaints.

Qualified candidates will demonstrate well-developed oral and written communication skills.

Ability to establish and maintain positive, effective working relationships with applicants, peers, supervisors, and the general public.

Ability to operate a personal computer and printer including word processing, spreadsheet software, internet navigation, and other typical office applications.

Must be able to work with the public, handle multiple projects simultaneously, and work under deadlines.

Flexible with the ability to work in a dynamic environment.

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

The majority of this position's duties are performed in an office environment. Visual and physical ability to work on computers for substantial amounts of time, constant sitting in office chair, standing at customer counter for more than 15 minutes, frequent walking, writing, bending, and reaching; occasional lifting of items weighing 30 pounds and reaching and lifting above the shoulders. Field visits to inspect sites will occur on a regular basis. The job does require walking in the outdoors and on construction sites.