

PLANNING TECHNICIAN

Job Description Summary

Under general supervision of the Planning Director, the Planning Technician assists staff members and customers with Land Development (Subdivision process), zoning, building permits, and general code compliance applications, performs administrative and procedural duties related to the Planning Department and provides general Planning information to the public.

Essential Job Functions and Other Important Duties

- Performs a variety of customer service duties including answering and directing telephone calls responding to routine questions from the public and assisting applicants with the preparation of and status of applications.
- Assists staff and the public in person, via telephone and email.
- Assists in the intake of project submissions and other tasks related to plan review.
- Assists in the preparation and scheduling of meetings.
- Utilizes a variety of computer programs, GIS and databases to create PowerPoint presentations, to create locator maps and to prepare reports and informational packets.
- Assists in post-approval/disapproval/denial processing of Department files.
- Prepares public hearing notices for newspaper publication and to send to property owners.
- Assists in the organization and publishing of packets for the Planning and Zoning Commission, Zoning Board of Adjustments, City Commission meetings and other meetings as needed.
- Coordinates the preliminary and final review of all subdivision plats.
- Complies with all City policies and procedures.
- Research codes and ordinances for the Planning Department staff, other City departments and customers.
- Travel to conduct scheduled and non-scheduled inspections, attend meetings, conferences, and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Requirements

- Knowledge of public administration and urban planning practices and procedures.
- Knowledge of customer service and public relations practices and procedures.
- Knowledge of City policies, procedures, and development codes.
- Proficiency required in Microsoft programs and mapping programs such as PowerPoint and ArcGIS.
- Ability to provide exceptional customer service skills both internally and externally.
- Ability to work independently and in a team environment.
- Skill in effective oral (English / Spanish) and written communications.
- Skill in following and implementing departmental procedures and objectives.
- Skill in organization with the ability to work on several tasks simultaneously.
- Skill in reading, interpreting and analyzing maps, exhibits, legal descriptions, plats and site plans.