

PLANNING TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, provides professional planning staff with a wide variety of technical assistance involving planning, zoning, and land use matters; provides information to developers and the general public; assists with the preparation of comprehensive reports and planning resolutions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist professional planning staff with technical and administrative work related to code, ordinance, and regulation requirements.
2. Provide preliminary review and analysis of development plans at the public counter; review plans for completeness and conformance to planning, building, zoning and other appropriate land use and development policies and procedures; confer with developers and the general public regarding City development standards and guidelines.
3. Receive telephone and counter inquiries on zoning and development matters; provide correspondence to the general public; assist and direct the public to the appropriate staff member or department; provide information regarding department policies and procedures.
4. Conduct basic studies and prepare routine staff reports related to planning, zoning, and land use activities.
5. Provide technical assistance to higher level planning staff; research, gather, and compile data and information relevant to environmental and natural resources for use in environmental review documents.
6. Prepare and present graphic material for public meeting presentations.
7. Make field inspections on related development proposals, zoning, or other planning matters.
8. Assist in the maintenance of the City land use data base; produce various reports derived from the data base; research and compile data for special projects and various reports.
9. Assist in the collection of data for annexations; assist in processing annexation applications.
10. Maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports; prepare monthly/annual report on department activity.
11. Compose routing documents for department comments and outside agencies' comments.
12. Perform clerical duties related to department activities.
13. Serve as a member of various staff committees as assigned.
14. May be required to attend Planning Commission meetings to present information.

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15. Attend professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.
16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic planning and development process terms and codes.
- Principles, practices, and theories of graphic design, drafting and related equipment.
- English usage, spelling, grammar, and punctuation.
- The City's municipal codes and plans.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to:

- Prepare maps, graphs, charts, site plans, and other descriptive material.
- Assist with the preparation of comprehensive reports and planning resolutions.
- Provide information to the public, developers and realtors regarding address and zoning regulations.
- Research, analyze and interpret data.
- Maintain complex records and prepare reports and answer questions from records.
- Learn the organization, procedures, and operating details of the department.
- Learn planning, land use and zoning terms and codes.
- Perform administrative work including maintenance of appropriate records and preparation of general reports.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in drafting, graphic design, urban planning, surveying, engineering, mathematics, computer science, the physical sciences or a related field is desirable.

Experience:

Two years of work experience, preferably in a municipal setting.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting; some outdoor exposure and travel from site to site; exposure to all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate a vehicle to travel from site to site; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Bargaining Group: Miscellaneous
FLSA Status: Non-Exempt

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Johnson & Associates

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Planning Technician position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

*Management has the right to add or change these duties of the position at any time.