

Position: Planning Technician	AFSCME Union
Department/Site: Community Development	FLSA: Non-Exempt
Evaluated by: Community Development Director	Salary Grade: 28

Summary

Participates in a variety of entry professional and advanced technical planning assignments, assisting others with certain elements of long range or large planning projects. Assists with planning projects that are usually limited to a few, closely related land use issues. Conducts research and analysis, counsels customers on land use matters, facilitates preplanning processes and develops recommendations in connection with proposal applications.

Distinguishing Career Features

The Planning Technician is a senior-level technical/entry-level professional planning position, generally for the purpose of introducing new graduates to the field. The Planning Technician is expected to learn and apply the concepts of urban planning until there is readiness to advance to Assistant Planner.

Essential Duties and Responsibilities

- Provides counter and phone assistance to the public. Answers common questions and provides information and assistance to project phases from pre-planning through the permit process. Receives and documents customer feedback.
- Assists with review and adjudication development proposals, working with the customer to complete a land use proposal that complies with laws and regulations as well as desired application.
- Participates in reviews of straightforward project proposals and plans for compliance with applicable codes, criteria, requirements and regulations. Researches conformity with laws, policies, regulations and procedures.
- Assists in long-range or project-specific planning projects to develop and modify plans, policies, guidelines and project specifications.
- Analyzes and interprets plans, policies, goals, objectives, guidelines and project specifications. Reviews proposal applications for completeness. Lists suggestions for applicants.
- Prepares written communications in standardized formats, including reports, correspondence, staff agendas, meeting minutes, staff recommendations, and public notices and decisions.
- Provides support to projects by assisting or preparing visual materials, including graphics, maps, and charts to communicate technical information to internal and external audiences.

- Attends meetings and hearings with official and public groups and may contribute to such with discussion and presentation of materials, as assigned or appropriate.
- Performs field research and gathers, analyzes, interprets, evaluates, and reports upon various land use and land characteristic data related to development proposals or ordinance violations.
- Compiles data and statistics for use by other planners and officials in housing, transportation, and energy, and other economic and physical areas related to planning.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

The position requires knowledge of the principles, standards, and practices of urban planning. Requires basic knowledge in the application of application of land use, physical and environmental design, ecological science, and zoning theory and practices. Requires basic knowledge of the principles, processes and practices of public administration. Requires working knowledge of applicable laws, regulations, codes, requirements and criteria governing planning. Requires sufficient math skills to perform statistical analysis and interpret complex plans and maps. Requires knowledge of the methods and techniques used in citizen involvement and external communications. Requires well-developed human relations skill to conduct persuasive discussions with diverse audiences, facilitate small group processes, present ideas clearly, resolve conflict, and convey technical concepts to others.

▪ Abilities

Requires the ability to learn, apply and carry out the essential functions of the position. Requires the ability to perform technical research and analysis of planning issues or problems. Requires the ability to interpret maps, building plans, specifications, statistics, and graphs. Requires the ability to learn, understand and interpret applicable laws, regulations, policies, procedures and standards, and planning principles and practices to assigned planning processes. Requires the ability to use sound judgement when making decisions, interpretations, and in communications with others. Requires the ability to visit remote sites and to work extended hours for the purpose of conducting meetings and public processes. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

▪ Physical Abilities

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office and remote locations. Requires auditory ability to carry on audience, ordinary, and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations, and perform counter work.

- **Education and Experience**

The position typically requires a Bachelor's degree in urban planning or closely related discipline.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.