



DATE	July 2024
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Planning Technician
 DEPARTMENT/DIVISION: Development Services
 REPORTS TO: Planning Manager

SUMMARY: Responsible for performing technical work related to supporting Development Services activities and responding to public inquiries. Assignments are routine in nature and include assisting in coordinating Planning and Zoning Commission, Transit Oriented Development Committee, Redevelopment Committee and Property Standards Board / Board of Adjustment meetings. Provides front-line customer service. Work is performed with moderate supervision.

ESSENTIAL JOB FUNCTIONS:

- Coordinates the scheduling of pre-development meetings.
- Reviews initial development application submittals for completion, coordinating with case managers/Planning Manager.
- Prepares property owner letters and legal notification for public hearings; and/or, performs other related activities.
- Coordinates review of case reports, captions, public notices (legal ad/property owner notices), ordinances and resolutions completed by city staff.
- Composes and coordinates review of Planning and Zoning Commission, Property Standards Board/Board of Adjustment, Redevelopment Committee, and Transit Oriented Development agendas.
- Organizes Planning And Zoning Commission and Property Standards Board/Board of Adjustment packets and sends out to respective commission and board.
- Coordinates and sets up Planning And Zoning Commission briefing room and City Council Chambers for monthly meetings.
- Orders meals for Planning And Zoning Commission and support staff;
- Assists Planning Manager with correspondence to Planning And Zoning Commission.
- Assists Building Official with correspondence to Property Standards Board.
- Coordinates and processes office orders, conferences, or reservations.
- Collects information creating PowerPoint presentations for Planning And Zoning Commission, Property Standards Board/Board of Adjustment, Transit Oriented Development, Redevelopment Committee and City Council meetings.
- Composes property owner and legal notices and sends out notifications on-time.
- Provides support to the public and internal departments on zoning and subdivision regulations and processes.
- Updates development activity reports.
- Responds to public information requests and open record responses. Keeps Planning Manager updated.
- Answers phone calls, walk-ins, and emails or forwards to city staff.
- Keeps record of emails and responses.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skilled in providing customer service;
- Attention to detail
- Skilled in operating a computer and related software applications including but not limited to MS Word, Excel, PowerPoint, Outlook, and Adobe Acrobat;
- Skilled at meeting deadlines;
- Skilled in maintaining databases;
- Skilled in operating modern office equipment;
- Skilled in maintaining file organization;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.

PREFERENCES:

- College degree in Planning or related field.

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.