

City of Lake City, FL

Classification Description

Classification Title: PLANNING TECHNICIAN
Department: GROWTH MANAGEMENT

Pay Grade: ~~10~~ 9
FLSA Status: Non-Exempt

General Description

This position performs activities assigned to the planning & zoning, building, and community development Department of Growth Management.

Nature of Work

Essential Functions:

- Review permit applications for compliance with the City's comprehensive plan and development regulations.
- Interacts directly with Contractors, homeowners, and business owners/developers advising of the City's Land Development Regulations and Building permit requirements.
- Processes monthly, quarterly and annual reports for the Census Bureau and other state and local agencies recording building growth data.
- Reviews requests for business tax receipts.
- Processes annexations to include writing the ordinances and processing them for official enactment.
- Processes Zoning and land use Petitions, to include writing legal classified advertisements for public hearings, writing resolutions to enact zoning changes, verifying locations and ensuring compliance with the City's Comprehensive Plan.
- Maintains official records and term limit administration of the Board Members of the Planning & Zoning Board and the Board of Adjustment.
- Interacts directly with engineers/developers, zoning board members and City staff to ensure that site plans for proposed improvements are in compliance with all City departments and regulations. .
- Performs verification of Census Projects.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses computers for word processing and/or accounting purposes. Uses highly technical

computer applications.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of Federal Housing and Community Development Program;
- Knowledge of current construction practices including legislation changes affecting local codes;
- Knowledge of private sector affordable housing and community development initiatives;
- Skill in use of a personal computer;
- Skill in public relations;
- Ability to work with all levels of city personnel tactfully and courteously;
- Ability to meet multiple deadlines;
- Ability to research and analyze data, situations, and to make recommendations; and
- Ability to interpret and communicate city policies and procedures, and ability to solve problems and be detail oriented.

Minimum Qualifications: Must be a high school graduate with two (2) years' experience in planning or a comparable field; or a combination of related training and experience. Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to perceive color, texture and depth
- Ability to lift more than 20 lbs
- Sitting for extended periods of time

Environmental Conditions:

- Works mostly inside in an office setting

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name: _____

Signature: _____

Date: _____

Rev:6/3/2021