

# **Planning Technician/Planner I**

## **Planning Technician Job Description**

The position of Planning Technician is entry-level paraprofessional work. Depending on applicant's education and experience this position may be elevated to Planner I. The Planning Technician devotes a significant amount of time on routine administrative tasks. A Planning Technician/Planner I often works closely with the public on a regular basis to provide customer service on planning and zoning issues. Successful Planning Technicians may be asked to perform professional-level (Planner I) duties of limited complexity as a trainee. The position has the potential to grow into a Planner II.

### **Typical Functions**

- Provides technical assistance and information to staff and the public in the administration of specific planning-related programs and ordinances.
- Reviews building plans and zoning permit applications to assure compliance with requirements such as use, setbacks, and impervious surface ratios.
- Performs routine office tasks in designated program areas, including data entry, file management, copying, answering telephone, and responding to e-mails.
- Researches and compiles information on a variety of planning issues from multiple sources.
- Prepares public notices or property owner verifications.
- Prepares charts, tables of limited complexity.
- Investigates violations of planning regulations and ordinances, including site visits.
- Attends public meetings, assisting other planning staff as appropriate.
- Reviews parcel legal descriptions.

### **Typical Knowledge**

- Knowledge of planning principles and practices, including zoning and other pertinent specialties
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer programs and applications, which may include Microsoft Office, database management and Internet applications.

### **Typical Skills**

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns.
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to work on several projects or issues simultaneously.
- Ability to work independently or in a team environment as needed.

### **Minimum Qualifications**

The Planning Technician/Planner I level generally requires, at a minimum, the completion of an associate's degree in urban planning, architecture, construction management, social sciences or related field. One year of experience in plans review, zoning administration, building code issuance or surveying or similar experience. A bachelor's degree is preferred and may substitute for two years of experience.