



## **Title: Planning Technician**

**FLSA STATUS:** Non-Exempt

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Principal Planner or their designee.  
This is a non-supervisory job classification.

### **MINIMUM QUALIFICATIONS**

- **Education:** Two-year Associates degree or equivalent.
- **Experience:** Minimum of one year related experience. A Bachelor's Degree in the field of Planning, Landscape Architecture, Geography, or Public Administration may substitute for one year of experience. Requires a working knowledge of standard practices and procedures.
- **Licenses/Certifications/Special Requirements:**
  - None

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

### **JOB SUMMARY**

The purpose of this position is to provide customer service and technical assistance for planning and land use issues, and processing and review of planning permits/applications. This is accomplished by the technical application of municipal planning principles, site planning and design principles, interpretation of City zoning laws and policies, and conducting research, review and analysis. This position may also review minor applications including Temporary Use Permits (TUPs). Other duties may include completing related tasks as assigned.



**ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Assists development professionals and the general public at the counter, over the phone, and in writing with code requirements, permit procedures, and issues.
2	Processes application submittals for planning permits/applications and evaluates plans for completeness.
3	Reviews minor applications for compliance with applicable codes and provides correspondence relating to plan corrections.
4	Researches, interprets and applies applicable state, county and local codes, ordinances, and regulations.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Physical strength for this position is indicated below with "X"					
The physical demands described here 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 functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers and related software, vehicle, camera, architectural/engineering scales

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.