

## PLANNING TECHNICIAN

FLSA STATUS – Non-Exempt

### DESCRIPTION OF WORK

Receives and accepts site plans for new residential and commercial developments; accepts petitions for rezoning, annexations, street or easement vacates and conditional uses; assess fees according to established requirements; prepares notices for delivery to adjacent property owners to apprise of proposed or pending actions.

### DUTIES-EXAMPLES OF WORK

#### ESSENTIAL DUTIES:

Updates code books to reflect changes in zoning ordinances and regulations; updates zoning Mylar maps; orders new property plats and updates plat books. Assures that proper legal documents are recorded with the county related to subdivision plats, annexation plats, and all ordinances pertaining to waivers, abandonments, street changes/vacates, etc.; distributes copies of plats to utilities; collects recording fees. Attends planning commission/board of adjustment meetings; takes minutes of proceedings; transcribes minutes and produces permanent records; distributes minutes for review and approval; distributes copies of approved minutes to news media, petitioners, commissioners and staff as required. Prepares meeting packets; compiles information and documentation related to agenda items, including maps, letters, reports, etc.; determines completeness of applications; verifies and collects appropriate fees; issues permits; deposits revenues with city treasurer. Schedules compliance inspections; follows-up on various inspection activities during course of construction; organizes schedule for final inspection before certificates of occupancy or temporary certificates of occupancy are issued.

#### OTHER DUTIES:

Acts as receptionist; answers phone and routes calls; takes and relays messages; provides information to inquiring parties; responds to general questions related to department functions; takes dictation and transcribes material into documents, letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices. Other duties as assigned.

## PHYSICAL AND SENSORY REQUIREMENTS

Possesses hand/eye/foot coordination adequate to operate office equipment, a vehicle and audio equipment.

Ability to talk and hear in person, by telephone, and two way radio.

Ability to see and read instructions, codes, plans, specifications, e-mails and similar documents

## MINIMUM QUALIFICATIONS

Any combination of experience and training equivalent to graduation from high school plus one (1) year of specialized training in general office practices and procedures, PC operation and various software applications; and, (3) years of responsible experience related to above duties.