

PLANNING TECHNICIAN

Position Code: 1730

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 345 (\$29,587 - \$46,273)

Location: Planning

Approval Date: 2010

General Statement of Duties

Performs intermediate skilled technical work assisting with a variety of administrative and planning department tasks.

Distinguishing Features of the Class

An employee in this class performs technical and administrative work for the Planning Department; responding to inquiries and complaints; providing information; processing documents; preparing and maintaining records and files; preparing reports; and assisting the public.

Duties and Responsibilities

Issues zoning permits associated with all aspects of construction and development.

Maintains records and produces various reports; maintains a detailed filing system of addresses.

Assists in issuing Minimum Housing and Code Enforcement Permits.

Assists with the administration of community development activities.

Receives and processes plans; labels, dates and distributes plans to appropriate personnel; monitors plan evaluation process; notifies citizens of results.

Maintains current development files.

Drafts and types correspondence, memoranda, and reports.

Provides information to the general public and developers concerning zoning regulations, community development, maps, and other areas.

Answers the office telephone and greets the public as necessary; responds to a variety of requests and provides information regarding zoning regulations and current development plans.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Knowledge of Town zoning and development ordinances and subdivision regulations.

Knowledge of Town policies and procedures.

Knowledge of department policies and procedures.

Knowledge of Town addressing protocol.

Skill in organizing and prioritizing work.

Skill in operating such office equipment as a computer, facsimile machine, copier, and audiovisual equipment.

Skill in oral and written communication.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

High School Diploma or GED and one to two years of related experience; or an equivalent combination of education and experience.

Special Requirement

Valid NC Driver's License