



Planning Technician

Category: Classified
Pay Grade: C18
Job Code: 06102

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs entry-level paraprofessional work, with significant amounts of time dedicated to routine administrative tasks, research-related projects, and case support; works closely with the public to provide technical assistance on planning and/or zoning related issues; produces maps, charts, and graphs, miscellaneous reports, and similar tasks requiring special industry-related skills.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Provides technical assistance and information to staff and the public in the administration of specific planning program areas or ordinances;
- Prepares variance case files for Board of Adjustment hearing;
- Reviews site plans and zoning permit applications to assure compliance with requirements such as use, setbacks, height, performance standards, and parking ratios;
- Performs routine office tasks in designated program areas, including data entry, file management, copying, answering telephone, and responding to emails;
- Develops and maintain automated tracking systems, hard copy files, and records;
- Prepares reports and recommendations of limited complexity, such as special use permits and variances;
- Researches and compile information on a variety of planning issues from multiple sources;
- Prepares public notices or property owner verifications;
- Prepares maps, charts, and tables of limited complexity;
- Proofs maps changes for zoning and land use cases;
- Investigates conformance with planning regulations and ordinances, including possible site visits;
- Attends public meetings, assisting other planning staff as appropriate;
- Assists customers in retrieval of information for specific locations and projects;
- Maintains department webpage with schedules and hearing results;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of administrative and technical experience in urban planning, plans review, zoning administration, architecture, construction management, social sciences, or related field; or an Associate's degree with course work in one of the above fields plus two (2) years of experience as described; or a Bachelor's degree with coursework in one of the above fields; or an equivalent combination of education, training and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of planning and zoning principles and practices;
- Knowledge of principles and practices of research, data collection, and report preparation;
- Knowledge of effective writing techniques;
- Knowledge of basic math and ability to apply such knowledge in practical situations;
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS;
- Knowledge of oral communication and interpersonal skills to explain rules and procedures clearly to the public;
- Knowledge of problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- 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 analyze facts and exercise sound judgment in arriving at conclusions;
- Ability to work on several projects or issues simultaneously;
- Ability to work independently or in a team environment as needed;
- Ability to meet firm deadlines.

PHYSICAL/MENTAL DEMANDS

This work requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Visual ability: sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.