

**City of Florence**  
**Planning Technician**

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DEPARTMENT: Community Development  
CLASSIFIED: Regular, Full-time  
DATE: September 2017  
Approved: September 5, 2017

REPORTS TO: Planning Director  
POSITION STATUS: Non-exempt  
COMPENSATION: \$18.69-25.82/hr

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**PURPOSE OF POSITION:**

An employee in this classification is responsible to assist the public in obtaining information about the city's development codes, application processes, and Planning and Building Department functions. The position is responsible for administering daily planning and land use permitting functions, providing backup to the Building Technician in the form of receipt, processing, and review of building permit applications and in issuing building, electrical and related permits.

Under the direction of the Planning Director, the Planning Technician provides land use related customer service and participates in gathering, reviewing and analyzing land use and zoning information; enforces laws and ordinances governing zoning, land use and nuisances. Also performs research and writing related to current planning programs, special projects and studies.

**ESSENTIAL JOB FUNCTIONS:** *The list of duties is a representative sample of the work appropriate to this position and does not include all the duties that may be assigned by the supervisor. The incumbent may perform a combination of some or all of the following duties:*

***Customer Service:***

- Provides initial public and phone contact and assists customers at front counter.
- Counsils the public in relation to problems, questions, and complaints regarding land use, land development, and zoning. Ability to respond to complex situations by providing proper instruction and options to public regarding application processes and requirements of applicable codes.
- Communicates extensively with applicants, general public, Planning Commissioners, and other City departments and outside agencies as necessary to complete job duties.
- Processes business license applications ensuring applicability of zoning laws.
- Provides administrative assistance to the Planning Director and to planners.

***Processing Land Use Applications:***

- Assists in scheduling pre-application conferences and invoicing applicants.
- Receives and processes various land use and zoning permit applications.
- Sends out referrals, prepares and mails out public notices, prepares legal notices for publication, prepares and mails notices and decisions and other required documents.
- Maintains project and other land use files via documentation, scanning, and archiving.
- Conduct review and analysis of plans, proposals and land use applications.
- Utilize computer programs to draft staff reports, legal findings, letters, memorandums, maps, charts and other visual aids.
- Conduct field inspections.

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- Update departmental and committee webpages.
- Communicate and coordinate with other city departments and governmental agencies on development, land use and general administrative processes and activities.

***Planning Commission & Committee Support:***

- Works with director and planners to support the activities of various committees administered by Planning Department, provides information and materials, and prepares minutes.
- Assists in preparation of documents for Planning Commission meetings and compiles agenda packets.

***Backup Building Department Customer Service:***

- Provides information on the building permit process and associated fees to builders, contractors and the general public. Uses and maintains the Accela building permit program, which includes scanning all appropriate paperwork into the related building and land use permits.
- Reviews building permit applications for completeness, general land use compliance, and for required licenses, and works with building department contractors in absence of the building technician.
- Calculates building permit fees based in consultation with contract building official in the absence of the building technicians.

***Administrative Responsibilities:***

- Creates and maintains Building and Planning Department filing and record systems, database, end of month reports, and large mailings.
- Maintains office supplies, types correspondence, forms, lists, photocopy, receive and distribute mail.
- Processes and researches public records requests.
- Orders office supplies and equipment, monitors and arranges for equipment repair.
- Works with director or planners to monitor grant-related activities, prepares grant related reports as required.
- Utilizes desktop publishing software to generate brochures, fliers, forms, and other related material for various department needs and community events.
- Maintains work areas in a clean and orderly manner, and maintains professional demeanor, appearance and attitude.
- Ability to prioritize, coordinate, and manage various work assignments.

Position shall follow all safety rules and procedures established for work areas.

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**MINIMUM JOB QUALIFICATIONS:** Strong communication skills and ability to work well with the general public. Knowledge of office practices and procedures, file management, business English, word processing, spreadsheet application software, secretarial practices, research methods, report composition and preparation techniques etc. Ability to use drafting, recording, camera and computer equipment.

***Education and Experience:***

Graduation from an accredited college or university with a Bachelor's Degree in regional or urban planning or closely related field or three years' experience performing similar duties that would provide a satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the job duties.

**DESIRABLE QUALIFICATIONS:** Knowledge of land use and planning laws, public records laws, city regulations, ability to read and interpret maps, construction plans and site plans, skilled in methods of problem resolution.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit for long periods, to reach and manipulate objects, tools or controls. The position requires walking, and climbing on, over, or under obstacles on uneven terrain in wet and dry conditions. Duties involve moving materials weighing up to 10 pounds, and occasionally weighing up to 30 pounds. Manual dexterity and coordination are required to operate office equipment.

**WORKING CONDITIONS:** Usual office working conditions. Duties are performed in an office environment and in the field, as needed. The noise level is typical of most office environments.

**SUPERVISORY RESPONSIBILITIES:** Limited. May provide supervision to interns or volunteers.

**SUPERVISION RECEIVED:** Works under the general supervision of the Planning Director or designee.