

City of Florence
Planning Technician

DEPARTMENT: Community Dev. Dept.

REPORTS TO: Planning Director or Senior Planner

CLASSIFIED: Regular Full-time

POSITION STATUS: Non-Exempt (\$14.64-\$23.85 hourly)

DATE: July, 2013

PURPOSE OF POSITION:

To assist the public in obtaining information about the city's development codes, application processes, and Planning and Building Department functions. To provide administrative assistance to the Planning Director and to planners. To provide 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. To coordinate public requests for information on economic development, and implements economic development projects.

ESSENTIAL JOB FUNCTIONS:

Land Use Customer Service

- Provides initial public and phone contact and assists customers at front desk.
- 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.

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 mail out public notices, prepares legal notices for publication, prepares and mail notices and decisions and other required documents.
- Maintains project and other land use files via documentation, scanning, and archiving.
- Evaluates file structures and implements useable systems for land use files.

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.

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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.

Economic Development Coordination

- Coordinates business development projects including seeking interested companies for relocation or expansion, coordinating site visits with prospective companies, planning and organizing project related meetings.
- Responds to inquiries from businesses and the general public, including explaining regulations and procedures, and developing marketing materials in response to repetitive inquiries.
- Develops and manages business development data systems, including identifying and summarizing data on project tracking and industry outreach, and maintains City's website as such.

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.
- Schedules appointments, makes reservations, and arranges for conferences and meetings.
- Processes and researches public records requests.
- Orders office supplies and equipment, monitors and arranges for equipment repair.
- Works with director to monitor department expenses.
- 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

Expected to follow all safety rules and procedures established for work areas.

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THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK.

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 transcribe minutes quickly and effectively. Equivalent to high school plus additional specialized training and one year experience performing similar duties.

DESIRABLE QUALIFICATIONS: Knowledge of land use and planning laws, public records laws, city regulations, ability to read and interpret maps and blueprints, skilled in methods of problem resolution, and knowledge of research methods.

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 mobility. 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. The noise level is typical of most office environments.

SUPERVISORY RESPONSIBILITIES: Limited. May supervise interns or volunteers.

SUPERVISION RECEIVED: Works under the general supervision of the Planning Director or Senior Planner.