

## **CITY OF WARRENTON CLASS SPECIFICATION**

### **PLANNING TECHNICIAN**

DEPARTMENT: Planning

CLASSIFICATION: Non-Exempt

SALARY RANGE: 19/20 – (20 dependent on experience, training, and education)

DEFINITION: The Planning Technician is a paraprofessional position. The Planning Technician often works closely with the public on a regular basis to provide customer service on planning issues. The person in this position will perform professional-level (Planner I) duties of limited complexity.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides technical assistance and information to staff and the public in the administration of specific planning-related programs and ordinances
- Perform field investigations in support of planning staff; take photographs; document various land use and land characteristics to confirm or inform data and reports relating to land use applications
- Reviews land use permit applications to assure compliance with City code requirements
- Performs routine office tasks in designated program areas, including data entry, file management, copying, answering telephone and responding to emails
- Develops and maintains automated tracking systems, hard copy files and records
- Researches and compiles information on a variety of planning issues from multiple sources
- Prepares public notices or property owner verifications
- Prepares maps, charts, tables, and spreadsheets
- Investigates nuisances and violations of planning regulations and ordinance, including site visits
- Attends public meetings, assisting other planning staff as appropriate
- Reviews parcel legal descriptions
- Reviews License to Occupy
- Reviews and Issues Food Cart Licenses
- Reviews Business Licenses for zoning

#### Knowledge Required:

- Knowledge of planning principles and practices, including zoning and other pertinent specialties
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Knowledge of computer programs and applications, which may include Microsoft Office, database management and Internet applications.
- GIS programs and applications

#### Skills Required/Ability to:

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns
- 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 work on several projects or issues simultaneously
- Ability to work independently and in a team environment

Job Qualifications and Requirements, Education/Experience: Associate's degree with minimum two years experience in land use or planning office. A satisfactory combination of work experience within a municipal development services office, land use or planning office, and other applicable education or training may be considered in lieu of an associate's degree. A bachelor's degree in urban planning, architecture, construction management, social sciences or related fields is highly preferred, and may substitute for two years' experience.

Physical Demands and Working Conditions: Work is typically performed in an office environment and may occasionally conduct site visits at various locations. Operation of motor vehicle, occasional travel outside of the City and attendance at meetings or activities outside of normal working hours is also required. Office environment typically requires reaching, grasping, talking, hearing, seeing, and repetitive motions. Also may require periods of sitting with attention at a computer keyboard and video display terminal, light lifting up to 30 pounds, reaching for files. Frequent interruptions of work may be experienced by others seeking information in person or by phone or by changing priorities in the office. On occasion may deal with distraught or difficult individuals.

Supervision: Under the direct supervision of the City Manager.