

PLANNING TECHNICIAN I

This is a paraprofessional classification responsible for data collection, basic analysis of planning information and assistance to the public regarding zoning requirements.

Work generally involves collecting data through field inspections, secondary research and coordination with other agencies. Work is performed under close supervision within established procedures and well defined policies and code requirements. The position is responsible for providing zoning and platting information to the general public and other agencies and in coordinating receipt of information from other agencies. The position will also perform specific planning tasks assigned.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Collects data from primary and secondary sources in the field and in the office.
- Coordinates and reviews technical reports prepared by others to determine technical consistency and consistency with the planning policies and goals of the County.
- Performs basic analysis of data such as casual relationships and correlations.
- Prepares rough drawings and draft reports to present information in a fashion usable by others.
- Assists citizens on matters concerning zoning and variance procedures and requirements.
- Updates zoning maps by marking zone changes, conditional uses, and updates of boundaries.
- Investigates, compiles data and represents division in zoning and platting enforcement actions.
- Attends hearings and meetings on a technical staff level.
- Performs other related duties as assigned.

QUALIFICATIONS

Two (2) years paraprofessional experience in planning, surveying, zoning review code enforcement or other related field;

- OR -

Any combination of education and experience which would demonstrate the ability to perform the work.

Knowledge of objectives, principles, practices and techniques of urban and rural planning and land use control; laws, codes, and policies governing urban planning and land use.

Ability to interpret legal documents, such as zoning codes, ordinances, resolutions and legal descriptions; perform basic mathematical computations, including elementary statistics; organize, record and tabulate technical information; communicate effectively, both orally and in writing; be courteous with the public, other employees and staff of other agencies; follow oral and written instructions; operate standard office machines and equipment; perform field assignments as directed; obtain motor vehicle operator's license.

Office use: 6/22/00