

PLANNING TECHNICIAN II

JOB PURPOSE AND SUMMARY

This is a para-professional classification which includes the review and analysis of information submitted for land use requests. The incumbent is responsible for reviewing and analyzing descriptions, legal lot status and application of zoning and platting regulations for building requests. The position coordinates the review of all site plans to assure conformance to applicable local development regulations. Direction and supervision in the interpretation of the County's policies and regulations affecting the evaluation of site plans will be received from higher-level planners, the Planning Program Manager, or the Assistant Director for Planning and Code Enforcement.

CLASSIFICATION DISTINCTIONS

This position defers from the Planning Technician I in its responsibility for inter-agency coordination with respect to roads, fire requirements, access and utilities, and in the level of independent judgment required on current planning recommendations.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

The incumbent is able to perform responsibilities of the Planning Technician I classification in addition to:

- Receives site plans for review from development community, and coordinates the inter-agency review and application of County zoning and plat regulations to such site plans.
- Reviews and analyzes legal descriptions, legal documents, conveyances, and other information to determine the legal lot status of parcels of land, and to certify technically complete land use applications.
- Collects data from primary and secondary sources in the field and in the office.
- Assists public in providing information on platting and zoning matters.
- Conducts other review analysis on zoning and platting as requested by planners or administrative supervisors.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

- Three years paraprofessional experience in planning, surveying, zoning review, code enforcement, or other related field; **or** any combination of education or experience which would demonstrate the ability to perform the work.

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

Ability to...interpret legal documents such as zoning codes, ordinances, resolutions, and legal descriptions; perform in organizing, recording, and tabulating 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 a valid Driver's License; and so forth.

Office use: 6/22/00