



Job Title	Planning Technician II	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	4	Job Code	15083

Class Specification – Planning Technician II

Summary Statement:

The purpose of this position is to provide entry level planning activities including customer service to the general public and other local agencies; provide technical and administrative support to senior staff; research, compile and analyze data; develop and deliver presentations and recommendations to staff and citizen groups; assist with general organization of meeting and project files; assist the general public with planning and development concerns; to perform technical tasks associated with the review of development plans and applications; to research and compile informative data and statistics; and to perform a variety of duties relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS:

This is the full journey level class within the Planning Technician series. Employees within this class are distinguished from the (I level) by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from level I, or when filled from the outside, have prior experience.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Provides customer service duties by answering zoning-related inquiries at the front planning counter; communicates possible zoning issues with property owners and contractors; and researches land use history and data using a computer, maps, archived files, city publications, and micro-fiche. Respond to citizen/staff inquiries; organize and participate in project meetings including follow-up activities; organize meeting data and project files; and update website and database information.
20%	Reviews and processes minor land use review applications, building permits, and sign permits. Conduct field reviews and data collection activities; process various types of permits and applications; and disseminate information to the general public.



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20%	Provides staffing assistance boards, to include scheduling meetings, taking notes and acting on issues from a meeting. Handles financial deposits for the office and coordinates with City Finance. Assists with budget spending for office needs and coordination with other departments. Assist with training of new Planning Technicians. Coordinates Planning Technician coverage at the front desk for unexpected absences. Provides technical support and assistance to higher level planning staff such as conducting research, creating maps, presentations, and charts.
20%	Input new applications for staff members into the planning review system. Coordinate with staff on missing items for intake. Process complex permits and licenses Coordinate internally with other City Staff to process the permits and licenses.

Competencies Required:
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:



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Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: Three years full-time experience in customer service, planning, or related field.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:

Requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility:

This position has no budgetary/fiscal responsibility.



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Physical Demands:
Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, dolly to transport supplies and equipment, speakers, multi-media equipment, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, Adobe Acrobat Pro, and Cartegraph.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: March 2021