

Brunswick County, NC - Classification Description			
Classification Title:	Planning Technician	Pay Grade:	63
Department:	Planning	FLSA:	Non-Exempt – Compensatory Time Earned
Date:	Proposed 1.1.2018	Position Control Number:	

GENERAL STATEMENT OF JOB

The position of Planning Technician is an entry-level professional planning work. The Planning Technician devotes a significant amount of time on routine technical tasks and assignments. A Planning Technician processes a variety of planning related requests and regularly works with the public on planning related issues. Reports directly to Planning Director. Must possess valid Driver's License and general computer skills including internet, Microsoft Office, GIS, and excel spreadsheets. Reports to the Planning Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Provides technical assistance and information to the public in the administration of specific planning programs and/or ordinances;

Performs routine office tasks in designated planning program areas, including data entry, file management, copying, and answering telephone lines. Develops and maintains automated/computerized tracking systems, files and records;

Conducts site inspections and field visits. Makes routine field visits to post signs, take pictures, and ensure compliance with zoning and planning related approvals;

Intakes and processes a variety of planning related applications and requests including but not limited to site plans, subdivision plats, development project applications, and property development permits. Reviews for completeness and to ensure compliance with the Brunswick County Unified Development and other planning documents;

Assists with Planning Director and other staff members with research and studies by compiling data and preparing reports. Provides technical assistance to other staff members as needed;
Researches and compiles information on a variety of planning and land development related topics and issues;

Prepares public notices, maps, charts, tables, narrative staff reports, recommendations, and correspondences of limited complexity;

Attends planning department related meetings and assist with the facilitation of those meetings that includes but not limited to the preparation of agenda packets, posting of agendas, and preparing presentations for meetings using PowerPoint or similar software. Assists in setting up the meeting room and with other related tasks as required;

May make public presentations and present oral reports to community groups, county boards, and committees on planning projects and related activities;

Perform related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's Degree in planning, geography, public administration, environmental science, landscape architecture, or a related field GIS background preferred and past knowledge and experience of planning preferred but not required. Minimum one year of experience in planning, plans review, zoning administration, GIS, building code issuance, or surveying is desirable. A bachelor's degree is preferred; however, experience may be substituted.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, typewriters, blue line map machines, drafting supplies, calculators, cameras, copiers, facsimile machines, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of reports, correspondence, real property appraisals and assessments, maps, deeds, surveys and permits, etc. Requires the ability to prepare correspondence, reports, permits, forms, maps, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, and mapping terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra,

geometry, and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.