

## **Job Description**

### **Planning Technician**

**Summary & Scope of Responsibilities:** The position of Planning Technician is entry-level paraprofessional work. The Planning Technician devotes a significant amount of time on routine administrative tasks. A Planning Technician often works closely with the public on a regular basis to provide customer service on planning issues.

**Reporting Relationships:** Reports to Zoning Administrator, Planning & Zoning.

#### **Essential Tasks & Responsibilities:**

- Provide technical assistance and information to staff and the public in the administration of specific planning programs areas or ordinances.
- Review building plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios.
- Perform routine office tasks in designated program areas, including data entry, file management, copying and answering telephone.
- Develop and maintain automated tracking systems, hard copy files and records.
- Prepare narrative staff reports and recommendations of limited complexity, such as special use permits and variances.
- Research and compile information on a variety of planning issues from multiple sources.
- Prepare public notices or property owner verifications.
- Prepare maps, charts, tables of limited complexity.
- Investigates violations of planning regulations and ordinances, including site visits.
- Attend public meetings, assisting other planning staff as appropriate.

#### **Knowledge, Competencies & Technical Skills:**

- Knowledge of planning principles and practices, including pertinent specialties.
- Knowledge of principles and practices of research and data collection.
- Knowledge of effective writing techniques.
- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- 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 or in a team environment as needed.

**Expected hours & Travel:** Salaried position that is expected to work as many hours as required. Minimal travel, however, occasional travel to conferences and/or other educational opportunities.

**Required Education & Experience:** The Planning Technician level generally requires, at a minimum, the completion of an Associate's degree in urban planning, architecture, construction management, social sciences or related field. Two years of experience in plans review, zoning administration, building code issuance or surveying is also required. A bachelor's degree is preferred and may substitute for two years of experience.

**AAP/EEO Statement:** This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

#### **Non-Discrimination in Employment**

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

**Duties and Responsibilities may change:** This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

Position open until filled. Applications may be obtained from Town Hall, 315 Douglas Avenue, Colonial Beach, VA 22443, or online at [www.colonialbeachva.net](http://www.colonialbeachva.net). Return completed applications to Laura Corbin, Human Resources via email at [lcobin@colonialbeachva.net](mailto:lcobin@colonialbeachva.net).