

PLANNING TECHNICIAN

Department: Planning & Redevelopment

Classification/Grade: 20

Division: _____

FLSA Status: Non-Exempt

Reports to: Planning & Redevelopment Dir

Date Approved: _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under general supervision, performs a variety of field and office duties in support of the professional planning staff. Performs technical planning duties, collects data and prepares reports, and provides information to the public in person and over the telephone. This is the para-professional in the planning class. This work is distinguished from the Assistant Planner in that incumbents perform support duties and handle less complex issues following more defined regulations and procedures.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Draft and revise maps and exhibits for public meetings.
3. Explain provisions of code, applicable laws and regulations, and other policies and standards to internal and external customers.
4. Research technical data involving demographic statistics, regulations, codes, prior approvals, etc.
5. Receive and process zoning and redevelopment applications.
6. Write and distribute public hearing notices and notification letters for various development applications.
7. Monitor status of development applications from acceptance to issuance of final permits.
8. Check site plans, building specifications, construction plans, and subdivisions for conformance to all applicable zoning codes, regulations and ordinances.
9. Make field surveys and investigations related to planning and zoning projects or requests.
10. Access computerized permits system to input data or research development and property information.
11. Use computer and software programs for various technical planning projects and studies.
12. May be assigned to prepare reports and correspondence.
13. Understand and carry out oral and written instructions related to planning and redevelopment.
14. Be dependable and meet acceptable attendance requirements at all times.
15. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Perform other related duties as assigned, including assisting other functions of the department.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Techniques for dealing with the public, in person and over the telephone.
- Techniques of data collection, evaluation, and presentation.
- Techniques and equipment used in mapping and drafting, such as geographic information systems (GIS).
- City government, form and function.
- Basic principles, trends, and practices of public planning and zoning.
- Business writing skills
- Microsoft Word and Excel, or similar word processing and spreadsheet programs.
- Customer service needs and delivery.

Ability to:

- Communicate with the public and staff with tact and diplomacy.
- Review permit applications for completeness and conformity with ordinances.
- Read and interpret maps and legal property descriptions.
- Prepare data, plans, and maps for report and presentation graphics.
- Use desktop GIS tools such as ESRI ArcGIS.
- Establish and maintain effective working relationships with others.
- Work alone and as part of a team.

Experience, Education and Training:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to graduation from High School; and

Experience: Two (2) years of experience in planning or related field. A Bachelor's Degree in Planning, Public Administration, or closely related field may be substituted for two years of experience.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Moderate physical exertion is required due to occasional bending, twisting, reaching, kneeling, walking and standing. Must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.