



PLANNING TECHNICIAN

Department: Planning
Reports to: Town Clerk

FLSA: Non-Exempt
Pay Grade: (15) \$42,593 - \$63,890

GENERAL DESCRIPTION:

The planning technician performs intermediate technical work related to permits and general zoning review. This person is responsible for analyzing the physical development of the Town in regard to the application of town ordinances, and customer interactions both by phone and in person. Work generally requires the employee to create maps, enforce and oversee regulations, issue zoning compliance letters, sign permits, and additional zoning review or research as required. Guides include zoning ordinance, subdivision ordinance, general statutes and land development plans. Work is performed under the general supervision of the Planning Director and is evaluated through observation, conferences, and quality and effectiveness of work completed.

ESSENTIAL JOB FUNCTIONS:

- Reviews and approves zoning permit applications and site plans to assure compliance with requirements such as use, size, placement and parking ratios
- Issues zoning compliance letters and ensure that all information is accurate
- Responsible for responding to zoning questions from citizens, developers, government officials, etc.
- Assists Planning Director with zoning requests, including conditional zoning requests, variances, changes in non-conforming use, zoning changes, and text amendments relating to Town zoning
- Assists with review of development proposals with City, County, State and Federal agencies and private developers
- Conducts public notice requirements relating to Planning and Zoning
- Analyzes existing land use, public facilities, environmental constraints, and other information in conjunction with development proposals
- Prepares and presents reports at public meetings as required such as but not limited to Council, Board of Adjustment, and Planning Board
- Responsible for managing Town's participation in Community Development Block Grant and researching other planning grant opportunities

- Undertakes a variety of special projects, map creation and upkeep of Geographic Information Systems
- Conducts site visits to proposed developments
- Effectively communicate with citizens, staff, and elected officials
- Follows the planning and zoning process and procedures as described in the North Carolina General Statutes and as identified by local codes
- Attends public meetings, assisting other planning staff/clerk staff as appropriate
- Performs other tasks assigned by Planning Director, Town Clerk, or Town Manager

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of accepted modern planning principles and practices, zoning ordinance, subdivision regulations; familiarity with land development concepts including planning, zoning, and building design; proficiency with GIS computerized mapping and ability to read all types of maps and site plans; ability to perform mathematical equations to determine lot sizes, land use percentages, read scales and calculate distances; ability to work with the general public, elected officials, building inspectors and staff in various other departments; ability to work well with a wide range of local municipalities as well as state and federal agencies; comprehensive knowledge of and ability to interpret and apply local ordinances to proposed site plans; enforcement of codes and ordinances; excellent research and report writing skills; highly effective at both technical and non-technical communications; strong speaking and group presentation skills; problem solving ability in order to apply ordinances in situations where solutions are not clear; creation and maintenance of databases using Access, Excel and other related software; good organizational and time management skills; and ability to work with committees and special projects as needed.

PHYSICAL REQUIREMENTS:

- Must be able to physically perform the basic life operational support functions of stooping, kneeling, reaching, walking, standing, fingering, grasping, talking, hearing and repetitive motions
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently and or negligible amount of force constantly to move objects
- Must possess the visual acuity to prepare and analyze data and figures, examine and work with maps, charts, detailed materials, operate a computer and able to do extensive reading

- Vocal communication is required for responding to inquiries, expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- May be subject to both inside and outside environmental conditions

EDUCATION AND EXPERIENCE:

Associate or Bachelor's degree from an accredited college or university in planning, geography, or a related field, or considerable course work, and one or more years of planning experience, or equivalent combination of education and experience

SPECIAL REQUIREMENTS:

- Valid North Carolina driver's license and be able to maintain a safe driving record
- Certificates in Planning/Zoning/Permitting preferred
- Ability to obtain AICP certification is preferred

SPECIAL NOTE:

A Town application is required and may be obtained from the Town of Landis website under the Human Resources tab and should be submitted to Human Resources. Applicants may email Town applications to careers@townoflandisnc.gov, deliver them in person to Town Hall at 312 S. Main Street, or mail them to P.O. Box 8165 Landis NC, 28088.