

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Planning Technician
Department: Community Development
Division: Varies
Date: May 13, 2003

Job Code Number: 375
Grade Number: 13
FLSA Status: Non Exempt
Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex clerical, administrative, technical and entry level professional work in the current and long range planning programs of the city.

SUPERVISION RECEIVED:

Works under the general supervision of the Community Development Director or a Planning Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists in the development of short or long range plans; gathers, interprets, and prepares data for studies, reports and recommendations.

Provides technical planning support; assists with presentations to supervisors, boards, commissions, civic groups and the general public. Provides information on land use applications, ordinances, codes, plans and related planning programs, services or regulations to architects, engineers, developers, contractors, owners, community groups and interested persons.

Assists in the review of development and related land use permit applications, site plans, variance applications, etc.; examines applications for compliance with established plans and ordinances, and applicable local, state or Federal regulations; coordinates input from appropriate staff.

Assists in scheduling hearings and actions, and tracking applications through the approval process; prepares reports and related data as required.

Provides technical assistance for long range planning projects. Provides support to the long range planning staff as needed and assigned. Prepares planning reports and supporting data, including recommendations or various land use proposals.

Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.

Assists in designs for parks, streetscapes, landscapes and other municipal projects.

Updates a variety of maps. Prepares graphics and maps for a variety of reports, plans, grant applications, publications or meetings.

Prepares, maintains and updates a variety of handouts, instruction sheets, and other written materials relating to planning processes and land use applications.

Prepares and writes grant application components relating to geographics, maps, plats, site plans, etc.

Assists in maintaining the data base of information for planning purposes.

Responds to local citizens inquiring about local planning and zoning regulations and ordinances.

PERIPHERAL DUTIES

Reviews business license registrations or applications for compliance with zoning, sign and related regulations.

Serves as a member of various staff committees as assigned.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal planning.

Assists other planning staff members as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in land-use planning, urban planning, landscape architecture or a closely related field. When warranted, related professional experience may substitute for the required education on a 2 years experience for 1 year education basis.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; considerable knowledge of planning programs and processes; working knowledge of Personal Computers and GIS applications;

(B) Some skill in the area of drafting or designing; skill in the operation of the listed tools and equipment.

(C) Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; ability to establish effective working relationships.

(D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

Valid Washington State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; phone; copy and fax machine; various graphic design tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Human Resources Manager

Approval: _____
City Manager

Effective Date: May 13, 2003

Revision History: