



## City of Edgewood

2224 104<sup>th</sup> Ave E

Edgewood, WA 98372-1513

Phone (253) 952-3299 Fax (253) 952-3537

### Planning Technician - Job Description

**Position:** Planning Technician

**Department:** Community Development

**Opening Date:** 11/30/17

**Salary Range:** \$4,265 - \$5,459/mo.

**Reports to:** CD Director

**Closing date:** Open until filled

**First Review:** 12/15/17

#### General Scope of Work:

The position of Planning Technician performs entry-level paraprofessional work devoting a significant amount of time on routine administrative tasks and working closely with the public on a regular basis to provide customer service on planning issues; may be asked to perform professional-level duties of limited complexity as a trainee.

Because of the limited number of City staff, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

#### Supervision:

Work is performed under the general supervision of the Community Development Director.

#### Essential Job Functions:

##### Typical Functions

1. Provides technical assistance and information to staff and the public in the administration of specific planning programs areas or ordinances – assist at front counter
2. Reviews building plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios – small project or permit reviewing
3. Performs routine office tasks in designated program areas, including data entry, file management, copying and answering telephone – limited admin functions
4. Develops and maintains automated tracking systems, hard copy files and records – SMARTGov
5. Prepares narrative staff reports and recommendations of limited complexity, such as special use permits and variances – enter case information into reporting templates
6. Researches and compiles information on a variety of planning issues from multiple sources
7. Prepares public notices or property owner verifications
8. Prepares maps, charts, tables of limited complexity – statistical data gathering and GIS
9. Investigates violations of planning regulations and ordinances, including site visits – Planning Inspections and Code Enforcement
10. Attends public meetings, assisting other planning staff as appropriate

#### Typical Knowledge

1. Knowledge of planning principles and practices, including pertinent specialties
2. Knowledge of principles and practices of research and data collection
3. Knowledge of effective writing techniques

4. Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations
5. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS

### **Typical Skills**

1. Oral communication and interpersonal skills to explain rules and procedures clearly to the public
2. Problem-solving skills to gather relevant information to solve vaguely defined practical problems
3. 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
4. Ability to work on several projects or issues simultaneously
5. Ability to work independently or in a team environment as needed

### **Minimum Qualifications**

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.

### **Physical Demands and Working Conditions:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is typically performed in an office setting. Hand-eye coordination is necessary to operate computers and a variety of office equipment. While performing the duties of this job, the employee is frequently required to stand or sit, walk, climb, talk and hear, use hands and fingers to handle, feel or operate office equipment and controls, and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must occasionally lift and/or move up to 35 pounds.

Duties are primarily performed indoors. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some night meetings and off site meetings and/or training, while infrequent, may be required. The work environment is fast-paced and moderate to very noisy.

### **Acknowledgements:**

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

**This position description does not constitute a contract for employment. It is subject to change by the City as the needs of the City and requirements change.**

**The City of Edgewood is a Drug Free workplace and an Equal Opportunity Employer.**

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If you meet the minimum qualifications and are interested in applying for this position, please send a cover letter, resume, and signed Equal Employee Opportunities statement to:

**City of Edgewood  
Human Resources  
2224 104th Avenue East  
Edgewood, WA 98372-1513**

Submittals may also be e-mailed to [humanresources@cityofedgewood.org](mailto:humanresources@cityofedgewood.org).

If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at [humanresources@cityofedgewood.org](mailto:humanresources@cityofedgewood.org) .