



JOB DESCRIPTION

Title	Planning Technician	Created	Dec. 1999
Department	Community Development	Revised	
Job Class	A 13	Safety Sensitive	No
Labor Union	AFSCME Local 2746 Courthouse/Roads	FLSA	Non-exempt

Purpose

Assist in daily office and field work associated with the implementation and administration of the Clatsop County Land, Water Development and Use Ordinance and related planning rules, regulations and procedures; provide assistance to citizens by processing permit requests, assigning addresses, and responding to questions from the general public; provides technical and graphic/mapping support to the professional planning staff.

The Planning Technician is expected to apply a basic knowledge of land use and related rules, regulations, and procedures as well as a thorough knowledge of office procedures in performing research and making decisions necessary to review and approve routine land development permit applications, gathering data for use in the review of complex land use applications, and providing general support to the planning staff. Individuals in this position are generally granted authority to approve permit applications of the scope and complexity of which do not require public notice and those which require public notice but are approved primarily on the basis of findings by licensed professional experts.

Individuals in this position are expected to prepare a variety of mapping products for use in presentations, staff reports, or for the general public utilizing a geographic information system (GIS) format.

On-going supervision is received from the Director of Planning and Development, and functional supervision may be provided by professional planners on specific projects.

Essential Functions

- Provides information to the public in person, by telephone and in writing, regarding land use planning regulations and application procedures.
- Receives and logs a variety of permit applications and reviews them for completeness and accuracy; evaluates permit applications to determine whether they meet criteria for approval; approves permit applications, within assigned scope of authority, as appropriate.
- Writes staff reports of findings and recommendations on land partitions; makes field inspections to document land characteristics and verify information contained in land use applications.
- Writes and posts land use meeting and hearing notices.
- Drafts maps and prepares related graphs and illustrations to describe current and proposed land uses; zoning or comprehensive plan designations; updates and



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maintains office mapping; duplicates maps.

- Writes letters and conducts research of property records in order to notify land owners of proposed land use changes.
- Enters data into computers and utilizes word processing software to prepare reports, letters, and other documents.
- Enters data into computers and utilizes database software for inclusion of information on land parcels in reports, plans and various planning documents.
- Enters data into computers and utilizes geographical information systems (GIS) software in the preparation of map products related to a variety of land use planning applications.
- Assigns addresses according to adopted county ordinances, policies and procedures.
- Performs other similar duties as assigned.
- Follow all safety rules and procedures established for work areas.

Mandatory Qualifications

A high school degree or equivalent is required. An Associate's Degree in planning, environmental science, or a closely related field is preferred. Must have a minimum of one year office work experience, preferably in a municipal or regional planning office. Additional education may substitute for office experience and additional office experience may substitute for college course work. Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples of duties listed above.

Must have knowledge of the basic principles and practices of land use planning; terms used in legal descriptions of property; and symbols and techniques used in cartography. Also, must have knowledge of geographical information systems (GIS) and their applications in land use planning.

Requires ability to communicate clearly and effectively both verbally and in writing; work successfully with citizens and representatives of other agencies in a variety of situations; ability to multi-task, must be able to read, understand, apply and explain regulations and procedures governing land use and permit issuance; read and interpret zoning and related maps; initiate and maintain effective working relationships with those encountered in the course of work; respond appropriately and diplomatically to questions and complaints; perform routine drafting work; organize and compile data; prepare effective letters and routine reports; exceptional PC computer skills and ability to operate related word processing software. Strong analytical skills are essential. Must have and maintain current driving privileges in the State of Oregon.



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Desired Qualifications

None specified.

Physical Demands

Physical demands may involve intermittent lifting of items up to 25 pounds.

Working Conditions

Work is performed both in an office environment and in an outdoor environment in all terrains when making site inspections.

Supervisory Responsibility

Supervision is not a regular responsibility of positions in this classification.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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