

# Logan County

## Job Description



<b>Title:</b>	Planning & Zoning Technician	<b>Grade 12</b>
<b>Division:</b>	Administration	<b>Effective Date:</b> 6/07
<b>Department:</b>	Planning & Zoning	<b>Last Revised:</b> 01/01/2020

### **GENERAL PURPOSE**

Performs a variety of **working level routine administrative and complex clerical** duties as needed to expedite the administrative, technical or clerical functions of the Planning Department, including planning, zoning and building.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Planning & Zoning Coordinator.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL FUNCTIONS**

**Administrative Support Duties:** Acts as receptionist; answers phone and routes calls; takes and relays messages; provides information to inquiring parties; responds to general questions related to department functions; takes dictation and transcribes material into documents, letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices.

Monitors department calendar to assure against conflicts; schedules appointments for staff; advises personnel of meeting requirements; monitors deadlines for special activities such as hearings, legal notices, mailings, postings, etc.; apprises commission and/or board members of meeting schedules.

Performs document filing and maintenance; receives and processes records, applications, appeals, reports and various documents related to the legal obligations and functions of the department; purges records according to established guidelines and regulations. Assigns addresses, coordinates with E911, Post Office, Assessors and Clerks office.

Operates computer and printer; inputs and retrieves data; compiles reports and maintains various computerized files, records and documents.

Accounts for and processes general revenues of the department such as bonds, use permits, building permits, Department of Housing (DOH) Insignia, inspection fees, etc.; submits cash reports to Finance Department and deposits monies with Treasurer Office; processes account payables according to established county procedures.

**Planning & Zoning:** Prepares meeting packets and approval letters; sends out notices of planning, and board of appeals meetings; maintains meeting and appointment calendar; schedules meeting locations and notifies commissioners of meeting plans; coordinates the preparation of meeting agenda as required; publishes notice of meeting via local newspaper and posts notices as required; maintains project files and makes revisions as required.

Attends meetings; takes and transcribes minutes, hearings, resolutions, correspondence, and other projects from digital recordings or hand-written minutes; organizes maps and necessary display materials; provides request application forms for agenda items, accepts the same and receipts filing fees.

Answer public or business inquiries such as which zones the builder is proposing to build; lot size requirements, etc.; answers questions relative to the requirements of the zoning and subdivision resolution; schedules inspections.

**Building:** Receives and reviews applications for various types of building permits; determines completeness of applications; answers questions related to the requirements of building permits, determines permit fees, accepts and receipts building permit fees, issues permits; deposits revenues with county.

Prepares and maintains records of plans, letters and reports in the building department; researches abstract and books to determine property ownership or title conveyance; receives and processes impact fees.

Performs initial routine plan checking; determines compliance with county codes, zoning districts and zoning requirements; checks site plans and plot plans; orients permit recipient to various documents, regulations, FEMA requirements, inspection schedules and related processes and procedures to be encountered throughout construction; apprises recipient of roles and responsibilities of various divisions.

Receives, logs, and distributes construction drawings and specifications; assures delivery of copies of drawings to local agencies, such as county health department, as required; maintains computerized data base related to permit application and issuance process; monitors application status through computer tracking activities; generates data reports to achieve special output requests.

Schedules inspection; follows-up on various inspection activities during course of construction; organizes schedule for final inspections by county inspector; and receives notification of inspection status. Sets up initial pre-construction meetings; schedules meetings with developers, contractors, architects, administrators, inspectors, planners, and other agencies to determine project feasibility and to apprise project review teams of work load potential, time-lines and schedules.

Performs related duties as required.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

A. Graduation from high school; plus, one (1) year of specialized training related to above duties;

AND

B. Four (4) years of responsible experience in secretarial duties, drafting, word processing or some other related field;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge** of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as MS Word, Excel, ArcGIS, etc.; telephone etiquette, various office machines, i.e., ten keys, copy machine, etc. administrative procedures; of legal processes associated with the maintenance of public records and documents; current codes, standards, safety practices and principles required to meet building standards; planning and zoning codes; interpersonal communication skills, bookkeeping and basic accounting.

**Skill in** taking and transcribing dictation from hand written notes or from recording equipment; computer keyboard operations.

**Ability to** exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files; and perform duties in a prioritization environment.

3. Special Qualifications:

Must be able to demonstrate proficiency in keyboard operations.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)