



CITY OF DeBARY, FLORIDA

Employee Job Description

PLANNING TECHNICIAN

Department:	Position #117	Exempt:	No
Reports To:	Growth Management Dir.	Pay Grade/Wage:	13
Position Type:	Full Time	Hours:	40 hrs/week

JOB SUMMARY:

The Planning Technician is responsible for general office and project organization and providing administrative assistance to further the efforts of the Growth Management Department, including the processing and the review of development applications. The Planning Technician also assists the Code Enforcement Officer and provides customer service to the public regarding zoning and development.

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DUTIES & RESPONSIBILITIES:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Acts as staff representative at the public information and zoning counter; receives and determines completeness and acceptability of various types of land use applications including land use permits, subdivisions, conditional use permits, zone changes and clearances, variances, and other permits.
- Reviews building permits.
- Provides technical assistance and information to staff and the public in the administration of specific planning and code enforcement.
- Performs routine office tasks for the Planning and Code Enforcement Divisions, including data entry, file management, copying and answering telephone calls.
- Develops and maintains automated tracking systems, hard copy files and records.
- Prepares narrative staff reports and recommendations of limited complexity, such as special exceptions, lot splits and variances.
- Researches and compiles information on a variety of planning and code enforcement issues from multiple sources.
- Attends Code Enforcement Hearings routinely.



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- Prepares public notices or property owner verifications.
- Prepares maps, charts, tables of limited complexity.
- Investigates violations of the City's Land Development Code.
- Prepares and distributes correspondence for letters of notification to code violators and mail receipts as required.
- Prepares Code Enforcement Hearing presentations for Code Enforcement Officer routinely.
- Processes court records, lien searches and orders as required.
- Coordinates the Development Review Process to include the processing and distribution of applications.
- Records and prepares agendas and minutes for official meetings including the Development Review Committee and Code Enforcement Hearings.
- Reviews development plans and applications for the Development Review Committee as required.
- Processes Business Tax Receipt applications.
- Attends public meetings, assisting other department staff as appropriate.
- Updates City Website for Department as required.
- Performs administrative support to the Growth Management Department.
- Performs other related duties and functions as assigned.

QUALIFICATION REQUIREMENTS:

Associate's Degree in urban planning, architecture, landscape architecture or related field from an accredited college or university or an equivalent combination of education, experience and training

CERTIFICATES, LICENSES & REGISTRATIONS:

American Institute of Certified Planners (AICP) preferred.



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KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of planning principles and practices, including pertinent specialties
- Knowledge of urban design and place-making concepts
- Knowledge of principles and practices of research and data collection
- Knowledge of computer hardware and software programs, such as Microsoft Office, Adobe Creative Suite, Internet applications, and GIS
- 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
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed

COMMUNICATION SKILLS

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public, knowledge of effective writing techniques

REASONING ABILITY

- Problem-solving, detail oriented and critical thinking skills to gather relevant information to solve vaguely defined practical problems

WORK ENVIRONMENT/ADA:

Physical Demands: While performing the duties of this job, the employee is regularly required to sit for long periods of time performing repetitive functions. The employee must be able to access file cabinets to file and retrieve data. The employee must have the ability to sit at a desk and view a screen for extended periods of time. There is a frequent need to sit, stand, walk, drive and to occasionally lift moderately heavy objects (up to 25 pounds), and to work extended hours, including nights and weekends.

Environmental Factors: The employee will have occasional exposure to the outdoor environment.

Employee Signature

Employee Printed Name

Date