

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PLANNING TECHNICIAN
CLASS CODE: 3060

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 02/25/2014 (REVISED 03/24/2008 VERSION)
DEPARTMENT: COMMUNITY DEVELOPMENT

JOB SUMMARY

Under general supervision of the Associate Director-Community Development, performs civic planning work at the technician level; provides information to the public and assists with Utah County planning activities relating to zoning, business licensing, property addresses, census data, and other long range matters.

ESSENTIAL FUNCTIONS

Acts as a technical assistant to various boards and commissions by providing data and keeping files on agenda items.

Reviews applications to appear before the Utah County Planning Commission and Board of Adjustments.

Assists in the issuing of county addresses and business licenses.

Submits written clearances for all building permit and other land use applications.

Reviews individual requests to determine conformity with current county codes and ordinances, including compliance with the Large Scale Development Ordinance of Utah County.

Enforces adopted county ordinances and regulations and cooperates with the county attorney in enforcement proceedings.

Conducts field and library investigations for various land use applications.

Reviews site plans and subdivisions and coordinates information between the applicants and county review departments.

Prepares maps and graphic materials and assists in writing plans and reports.

Makes presentations to the planning commission and the county commission.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: computer equipment and programs including GIS; application of various statistical methods; current planning issues and trends.

Skill in: document composition; planning and organizing comprehensive research studies; communicating effectively verbally and in writing;

Ability to: maintain files, records, and reports; coordinate multiple tasks efficiently; prepare and present technical reports; apply zoning ordinances.

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PHYSICAL DEMANDS

Typically: sits at a desk or table.

Regularly: works for sustained periods of time maintaining concentrated attention to detail; distinguishes between shades of color; walks, stands, and stoops; drives a motor vehicle and travels to local sites for field inspection and code enforcement.

Occasionally: lifts or otherwise moves objects weighing up to 30 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an environmentally controlled building, but occasional field work exposes the incumbent to traveling and working in various types of weather for short periods of time.

EDUCATION AND EXPERIENCE

Bachelor degree in Geography, Planning, or a closely related field. Preference may be given to applicants who have completed a planning internship. Equivalent combinations of education and experience may also be considered.

LICENSING AND CERTIFICATION

Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.