

PLANNING TECHNICIAN

JOB DESCRIPTION

Classification Responsibilities: A Planning Technician performs paraprofessional, technical planning work involving research, organization, and graphic presentation of zoning and planning data. A Planning Technician conducts development site plan reviews, participates in special land use and research projects, and performs planner-of-the day responsibilities including answering technical questions (both general and specific questions regarding planning information, zoning ordinance requirements, design review, land development regulations, rezoning and variance requests, and the public/civil hearing processes) and providing land use and development information to the public. Responsibilities may include: assisting Planners and other staff in compiling data, preparing maps and other graphic presentations, updating databases, processing land use and development applications, and creating agendas and taking minutes of various Board meetings and public hearings; preparing staff reports and other land use and development entitlement correspondence; and preparing graphics or example drawings/diagrams to assist customers with land use and development applications. This class is responsible for performing related duties as required.

Distinguishing Features: The Planning Technician class is responsible for making independent decisions regarding zoning and planning data and communicating related information, which require technical judgment and excellent communication/public relations skills. This class differs from the Planning Assistant class for which a significant element of the work involves preparing/coordinating packets, mapping graphics, exhibits, and minutes for public hearings. A Planning Technician is supervised by a professional Planner or other supervisor in Planning who reviews work upon completion and provides regular consultation and advice. This class is FLSA non-exempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to an Associate's Degree in Urban Planning, Geography, Architecture, Landscape Architecture, Public Administration, or a related field. Good (1 - 3 years) experience in a paraprofessional or administrative support capacity performing planning, drafting, civil engineering, architecture design, or landscape architecture technician work.

Special Requirement. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Bachelor's Degree in Urban Planning, Geography, Architecture, Landscape Architecture, Public Administration, or related field. Knowledge and/or use of computer aided mapping software.

ESSENTIAL FUNCTIONS

Communication: Communicates with developers, real estate and design professionals, government agencies, and the general public by providing information and planning and zoning data and responding to questions about public and civil hearing cases and the City's ordinances including Zoning, Subdivision, Property Maintenance, and Public Nuisance. Prepares staff reports and correspondence by researching the needed background information in order to explain which ordinances and policies should apply to the consideration of a specific land use proposal or previously approved case.

Manual/Physical: Enters information into a personal computer (PC) and operates a variety of standard office equipment. Reads and interprets site plans, plats, civil drawings, architectural drawings, land surveys, building elevations, landscape plans, and legal descriptions in order to process planning case requests. Uses engineering and architect scales to measure drawings in order to determine property dimensions and location. Discerns color, texture, building and landscape materials, and patterns in order to process planning case requests analyzed for conformance with esthetic standards. Conducts on-site visits and attends neighborhood and regional agency meetings, which involves operating a City vehicle that requires a standard Class D Arizona Driver's License. Learns job-related material primarily through verbal instruction and observation of other planners interacting with customers and City personnel, and through reading and discussion of City codes, engineering and transportation standards, development standards, policy documents, demographic analysis, and the application of those codes, standards, analysis, and policies within staff reports. Meets scheduling and attendance requirements.

Mental: Assists other staff members in the preparation and review of application materials by researching and preparing materials related to the submittal. Conducts development site plan reviews. Compiles data, prepares maps and other graphic presentations, updates databases, processes land use and development applications, and creates agendas and takes minutes of various Board meetings and public hearings. Prepares staff reports and other land use and development entitlement correspondence. Prepares graphics or example drawings/diagrams to assist customers with land use and development applications. Makes independent decisions regarding planning and zoning data. Assists in reviewing the applications for completeness and inspects and photographs the individual sites being reviewed. Prioritizes own work such as research of information for cases to be reviewed, preparation of draft board minutes, posting of public notices, creation of exhibits, and preparation of public hearing agendas. Learns job-related material primarily through verbal instruction, observation in an on-the-job training setting regarding written City ordinances and staff reports, and established procedure manuals.

Knowledge and Abilities:

Knowledge of:

City of Mesa's ordinances including Zoning, Sign, Manufactured Home and Recreational Vehicle, Subdivision, Property Maintenance, and Public Nuisance;
personal computer software applications, particularly computer aided mapping, word processing, and database management;
drafting, mapping, graphics, cartography, and fundamental GIS concepts;
legal notice requirements and record retention schedules; and
illustration methods and materials.

Ability to:

communicate appropriately with a demanding and diverse public in answering questions and explaining the City ordinances, development standards, and the General Plan;
make independent decisions regarding zoning and planning data;
prepare accurate zoning maps and ordinance maps;
understand basic aspects of regulatory and legislative process; and
work effectively as a team member and establish and maintain effective working relationships with coworkers, management, employees from other departments, outside agencies, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 4/24

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EEO-ParaProf

JOB FCTN-Tech

INCREMENTS 44-200

PAY GRADE: 47

IND-8810

SWORN-No