

JOB TITLE: PLANNING TECHNICIAN
DEPARTMENT: Planning
SUPERVISOR: Assistant Planning Director
SUPERVISION EXERCISED: None
EXEMPT STATUS: Non-exempt
ORIGINAL DATE: 2/2018
REVISED DATE: 1/10/2023

Job Scope

Summary: Performs a variety of technical duties related to land use planning and building location permit functions of the Bonner County Planning Department. Functions as a lead for training and performance of permit technicians.

Other Information: The planning technician works under the general direction of the Assistant Planning Director. The responsibilities and tasks involved are repetitive in nature as well as moderately complex. In addition require significant attention to detail in relation to county ordinances and processes. Requirements include exercising independent judgment when making decisions considering planning and permitting. The ideal candidate will work independently from senior staffmembers and be receptive to input and oversight from supervisors and coworkers while performing duties as assigned. Involves regular communication with associates in the department and occasional communication with other departments inside the organization and other local, state and federal agencies. Involves regular contact with customers and applicants. Impact of errors is moderate, and is typically limited to department functions where most errors can be identified and corrected with little impact to end users. Potential for impact to the department and organization's reputation is inherent in the contact with the public. Work generally occurs in a protected indoor environment, but may include exposure to weather and inclement conditions as incumbent conducts field visits. Does not typically require travel outside the local area, with the exception of occasional travel for training or public meetings.

Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities, which are not listed in any particular order of priority and may be amended or added to by the County at any time:

1. Serves as a lead, in a fast paced office setting, coordinating schedules and otherwise directing and overseeing the work of permit technicians.
2. Assists the staff planners with routine duties related to land use files, including scheduling pre-application conferences, receiving applications, routing blue-line and final plats for review, researching topics as directed for a variety of land use topics, using the internet, department maps, agency contacts and other sources and providing other general assistance to the planning director and staff.
3. Reviews and interprets a variety of land use maps, such as floodplain, wetlands, hydrology, zoning and comprehensive plan maps, under the supervision of staff planners. Provides parcel data, parcel maps and other details pertinent to land use to the public and staff.

4. Calculates fees, accepts land use applications and conducts cursory reviews of applications for completeness. Assigns file numbers and forwards incoming applications to planning staff for file set-up and assignment to planners. Assists clerical staff in the maintenance of the land use file database and file system.
5. Provides accurate information to the public on zoning, development, subdivision, landscape, sign, drainage, grading and applicable standards, ordinances, and building codes;
6. Prepares and processes, reviews and approves building location permits as per the approval process.
7. Researches deeds and parcel information for planning and compliance staff using current Assessor's Office, Recorder's Office and Planning Department documents and databases.
8. Manages the building location permit database, including data input, query reports, and amendments to the database to address changes in the department permit processes. Responsible for ensuring that the 20,000+ record system is accurate and up to date, so that the system is not compromised by errors or omissions.
9. Responds to public inquiries regarding the land use application process. Aids planners in responding to customer inquiries regarding land use laws by researching parcel information and ordinances.
10. Refers individuals to proper department or agency for permits or additional information concerning development (e.g., Panhandle Health District, Assessor's Office, Department of Environmental Quality, Department of Lands, Army Corps of Engineers, etc.) as necessary.
11. Performs various office and other duties as assigned, including answering telephones, assisting the public, taking minutes, etc as needed.
12. Cross-trains to assist the public in completing building location permit or land use applications by directing them to general and technical information regarding site plans, floodplain, stormwater plans, application details, manufactured home rehabilitation, wetlands information, etc.
13. Regular attendance and ability to deal with the public and associated regular interruptions/stresses is an essential function of the position.
14. Review and process administratively approved land use files, such as: vacation rental permits, administrative variances, administrative exceptions, minor land divisions, etc.

Secondary Functions

1. Assists with the research and preparation of handouts, application documents, checklists, and other public and department information necessary or helpful for the operation of the Planning Department, as directed.
2. Performs clerical duties as assigned
3. Performs all other duties as assigned.

Job Specifications

High school diploma or GED equivalent; Additional post-high school courses or training in planning or a related area helpful.

One year experience as permit or planning technician or comparable combination of experience and education in the building or planning industry.

Must pass a criminal history background check prior to hire.

COMPETENCY REQUIREMENTS

Knowledge of:

1. Methods, procedures, objectives, and standard practices of County planning and zoning and application of development codes;
2. Methods and procedures for building location permit application and site plan processing, review, and analysis;
3. County and other applicable building, subdivision, zoning, maintenance, and other applicable ordinances and codes;
4. State code governing public meeting, hearing, and actions scheduling, posting, and advertising;
5. Operation of standard office equipment and a personal computer and job-related software applications for G Suites, word processing, spreadsheets, and other required applications;
6. Operation of specialized computer applications for mapping and land use research and planning;
7. Applicable deadlines;
8. Customer service procedures, techniques, and objectives;
9. English grammar and punctuation;
10. Current office practices and procedures;
11. Record keeping and filing practices and procedures;
12. Current office environment best practices and procedures.

Ability to:

1. Follow written and oral instructions;
2. Analyze issues, independently make decisions, and exercise good judgment in administrative management tasks;
3. Maintain complex records efficiently;
4. Perform office management functions;
5. Conduct research and analysis of special projects;
6. Establish and maintain effective working relationships with the public, applicants, supervisory personnel, local elected officials, representatives of other agencies, and other County employees;
7. Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
8. Evaluate and analyze customer needs to provide exceptional customer service;
9. Communicate effectively orally, in writing, and using graphic presentations;
10. Perform time management and scheduling functions, meet deadlines, and set project priorities;
11. Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;

12. Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
13. Current state driver's license, with history of good driving record.

Working Conditions

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking); frequent fingering, grasping, walking, and repetitive motions. Requires good general vision. Occasional stress related to public demands and deadlines. Requires occasional travel outside the area for training or public meetings.