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## JOB DESCRIPTION

### PLANNING TECHNICIAN FULL-TIME REGULAR

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**Title:** Planning Technician

02/08/2022

**Department:** Development Services

**Supervision Received:** Development Services Director

**NON-BARGAINING**

**Supervision Exercised:** None

**Classification:** NON-EXEMPT

#### **JOB SUMMARY:**

This position is responsible for a variety of professional and technical duties related to obtaining compliance with the City of Belen Zoning Department. The primary focus of this position is includes technical work in, but not limited to construction development, land use, building codes, and design standards. Interpretation and enforcement of all related ordinances, policies, building codes and design standards as outlines within the Municipal Code. The employee will work under the direction of the Development Services Director. The Planning Technician will work closely with the public on a regular basis to provide customer service on planning issues.

#### **MINIMUM QUALIFICATIONS:**

The Planning Technician level requires the completion of an associate's degree in urban planning, architecture, construction management, social sciences or related field or a combination of associated classes and experience. A bachelor's degree is preferred.

- Knowledge of planning principles and practices, including zoning and other pertinent specialties
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques
- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer programs and applications, which may include Microsoft Office, database management and Internet applications.
- GIS programs and applications desired
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns
- 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

**ESSENTIAL JOB FUNCTIONS:**

- Provides technical assistance and information to staff and the public in the administration of specific planning-related programs and ordinances
- Reviews building plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios
- Performs routine office tasks in designated program areas, including data entry, file management, copying, answering telephone and responding to e-mails.
- Develops and maintains automated tracking systems, hard copy files and records
- Researches and compiles information on a variety of planning issues from multiple sources
- Prepares public notices or property owner verifications
- Prepares maps, charts, tables of limited complexity
- Investigates violations of planning regulations and ordinances, including site visits
- Attends public meetings, assisting other planning staff as appropriate
- Under guidance and oversight of the Development Services Director, monitors City of Belen planning ordinances, documents and the Comprehensive Plan to identify clauses that need modifications and updating. And prepares those updates.
- Reviews parcel legal descriptions

**WORKING CONDITIONS:**

- Work is performed primarily in a standard office setting with additional work performed in vehicles and outdoor settings.
- Ability to drive, occasionally long distances.
- On Occasion may work fairly irregular schedule, long hours, weekends, and holidays.
- May be called when needed for Emergency Functions.
- Ability to work in stressful environment and deal effectively with stress.
- Will be required to wear personal protective equipment as required and appropriate by emergency function.
- Functional vision and hearing to differentiate sounds is required.

**DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities.**

**This job description does not constitute a contract for employment.**

**I \_\_\_\_\_ have reviewed and understand the job description. I have also been provided a copy for my records.**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_