

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Planning Services  
*Division of Planning*  
Classified, GRADE 7  
40 Hour Week

### PLANNING TECHNICIAN I

GENERAL STATEMENT OF DUTIES: Performs entry level technical planning tasks related to land development regulations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class perform specific technical planning tasks focusing upon the processing of permits and interpretation of the Zoning Ordinances, and various research studies. The incumbent should have knowledge of planning practices and procedures, the demographics of the county, and research techniques. Work is independent, but under the supervision of a Planning Technician III, Planning Supervisor, or Assistant Director.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, crouching, reaching, standing, walking, and fingering; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for color perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Explain zoning and related ordinances to the general public and contractors;  
Interpret the Zoning Ordinances and the processes of re-zoning to contractors and the general public;  
Evaluate rezoning, variable special use permit applications;  
Conduct research of property ownership records, zoning violations and demographic trends;  
Review for approval various permit applications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Basic knowledge of the techniques of planning; skill in obtaining and analyzing facts; ability to collect, tabulate and analyze statistical data; ability to read maps and deeds; ability to establish and maintain effective working relationship with coworkers, supervisors, and the public; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school coursework or G.E.D. (Associates degree preferred) with some experience in drafting or one to three years of

experience in real estate, planning, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Employee Acknowledgment

Rev. 12/91  
Rev. 07/94  
Rev. 07/01/00  
Rev. 07/01/06  
Rev. 07/01/15