

KENT COUNTY POSITION DESCRIPTION

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

Department of Planning Services
Classified, GRADE 9
40 Hour Week

PLANNING TECHNICIAN III

GENERAL STATEMENT OF DUTIES: Performs a wide variety of technical planning tasks related to land development regulations and supervises work of other Planning Technicians; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This single position class supervises and performs a variety of technical planning tasks including maintenance of the land use management information system, interpretation of the Zoning Ordinance, preparation of legal notices and various research projects. The incumbent should be very knowledgeable in the field of planning practices and procedures, the demographics of the county and research techniques, since assignments are in the form of general guidelines. Work is independent, but under the supervision of the Planning Supervisor.

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)

Plan, direct, and supervise the activities of other Planning Technicians;
Maintain and update the land use management information systems;
Interpret the Zoning Ordinances and the processes of rezoning to contractors and the general public;
Attend planning related meetings as required;
Analyze and evaluate rezoning and variable special use permit applications;
Prepare legal notices and information packets for meetings;
Conduct research of property ownership records, zoning violations and demographic trends;
Conduct research necessary for the formulation of federal grants;
Compile data for the Kent County demographic reports;
Conduct field surveys for the preparation of land use maps;
Research zoning, flood plain, census tracts, deed, maps and property records.
Review submitted plans for compliance with various codes and regulations;

Record site, subdivision and conditional use plans;
Maintain status of all plans, including applicant notification upon plan expiration, and plan approvals;
Verify ownership and zoning designation on submitted applications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of the theory and techniques of planning; good skill in obtaining and analyzing facts and report writing; ability to collect, tabulate and analyze statistical data; ability to make field surveys; ability to take initiative to resolve problems; ability to read deeds and conduct research; ability to establish working relationship with coworkers, supervisor, and the public often under stress; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Associates degree from an accredited four year college or university in planning or related field with four years experience in real estate, planning, or as a planning technician; 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.

Employee Acknowledgment

REV. 12.10.91
REV. 7/1/94
REV. 1/19/00
Rev. 07/01/00
Rev. 07/01/06
Rev. 07/01/15
Rev. 07/01/18