

KENT COUNTY POSITION DESCRIPTION

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

Department of Planning Services
Classified, GRADE 8
40 Hour Week

PLANNING TECHNICIAN II

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

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class perform 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 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)

Interpret the Zoning Ordinances and the processes of rezoning to contractors and the general public;
Analyze and evaluate rezoning and variable special use permit applications;
Prepare legal notices and information packets for meetings;
Attend planning related meetings as required;
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;
Maintain and updates land use management information systems;
Conduct field surveys for the preparation of land use maps;
Research zoning, flood plain, census tracts, deed, maps and property records.
Review submitted 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: Some knowledge of the theory and techniques of planning; 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: Completion of standard high school coursework or G.E.D. (Paralegal degree preferred) with one to two 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