

Title: Planning Technician II
Department: Planning Services
Division/Office: Planning Section



Grade 2114; Hourly position; Category: Classified; Job Code: PLT2; Rev.:07/01/2021

General Description

The purpose of this position is to perform a wide variety of technical tasks related to land development regulations, maintenance of the land use management information system and interpretation of the Zoning Ordinance.

This career ladder series position works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Interprets the Zoning Ordinances and the application processes of various planning application types to contractors and the public.
- Analyzes and evaluates certificate of use permits and administrative applications.
- Prepares legal notices and information packets for meetings.
- Attends planning related meetings as required.
- Conducts research of property ownership records, zoning violations and demographic trends.
- Compiles data for the Kent County demographic reports.
- Maintains and updates land use management information systems.
- Research zoning, flood plain, census tracts, deed, maps and property records.
- Reviews applications submitted for compliance with various codes and regulations.
- Records and tracks site, subdivision and conditional use plans.
- Maintains status of all plans, including applicant notification upon plan expiration, and plan approvals.
- Verifies ownership and zoning designation on submitted applications.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires High School graduation or GED equivalent supplemented by two (2) years of experience in real estate, planning, construction or related field or an equivalent combination of education, training and experience.

Additional Requirements:

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.

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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.

Americans with Disabilities Act 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 fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement