

Uintah County

Job Description



Title:	Senior Planning Technician	Code:	313-3
Division:	Building	Effective Date:	3/07
Department:	Building/Planning/Zoning	Last Revised:	3/07
FLSA Cat:	Non-Exempt	Pay Grade:	20

GENERAL PURPOSE

Performs a variety of **full performance, routine administrative and complex clerical** duties as needed to expedite the administrative, technical or clerical functions of the Planning Department, including planning, zoning and building.

SUPERVISION RECEIVED

Works under the general supervision of the Planning Director.

SUPERVISION EXERCISED

May provide close to general supervision to Planning/Building/Zoning Technician(s) II and I.

ESSENTIAL FUNCTIONS

Administrative Support Duties: Acts as lead technician; provides staff training, monitors office workflow and makes assignments; evaluates work in progress to ensure quality and accuracy; monitors and purchases office supplies.

Acts as receptionist; answers phone and routes calls; takes and relays messages; provides information to inquiring parties; responds to general questions related to department functions; takes dictation and transcribes material into documents, letters, reports, memos, minutes or other general correspondence; composes routine letters and informative notices.

Monitors calendar to assure against conflicts; schedules appointments for staff; advises personnel of meeting requirements; monitors deadlines for special activities such as hearings, legal notices, mailings, postings, etc.; apprises commission and/or board members of meeting schedules.

Performs document filing and maintenance; receives and processes records, applications, appeals, reports and various documents related to the legal obligations and functions of the department; purges records according to established guidelines and regulations.

Operates computer and printer; inputs and retrieves data; compiles reports and maintains various computerized files, records and documents, including personnel files, time cards, etc.

Accounts for and processes general revenues of the department such as bonds, use permits, building permits, state surcharge, inspection fees, etc.; submits money to county Clerk/Auditor's office; processes accounts payable according to established county procedures; schedules training and organizes all arrangements pertaining to employee travel.

Planning & Zoning: Prepares meeting packets and approval letters; sends out notices of planning, boundary commission and board of appeals meetings; maintains meeting and appointment calendar; schedules meeting locations and apprises commissioners of meeting plans; coordinates the preparation of meeting agenda as required; publishes notice of meeting via local newspaper and posts notices as required; prepares staff reports; maintains project files and makes revisions as required.

Attends meetings; takes and transcribes minutes, hearings, resolutions, ordinances, correspondence, and other projects from tape recordings or hand written minutes; organizes maps and necessary display

materials; provides request application forms for agenda items, accepts the same and receipts filing fees. Coordinates with planners to complete permit applications and tracks various permits being processed.

Answer public or business inquiries such as which zones the builder is proposing to build; lot size requirements, etc.; answers questions relative to the requirements of the zoning and subdivision ordinances; schedules inspections.

Building: Receives and reviews applications for various types of building permits; determines completeness of applications; answers questions related to the requirements of building permits, determines permit fees, accepts and receipts building permit fees, issues permits; deposits revenues with county.

Prepares and maintains records of plans, letters and reports in the building department; researches abstract and books to determine property ownership or title conveyance; receives and processes impact fees.

Performs initial routine plan checking; determines compliance with municipal codes, zoning districts and zoning requirements; checks site plans and plot plans; approves zoning and site plans for building permits; orients permit recipient to various documents, regulations, inspection schedules and related processes and procedures to be encountered throughout construction; apprises recipient of roles and responsibilities of various divisions.

Reviews permit applications, plans and specifications for compliance with applicable codes and standards; calculates fees in accordance with established fee schedules; inputs information into database.

Receives, logs, and distributes construction drawings and specifications; assures delivery of copies of drawings to local agencies, such as county health department, as required; maintains computerized data base related to permit application and issuance process; monitors application status through computer tracking activities; generates data reports to achieve special output requests.

Schedules inspection; follows-up on various inspection activities during course of construction; organizes schedule for final inspections by county inspectors; receives notification of inspection status and prepares certificates of occupancy or temporary certificates of occupancy.

Sets up initial Pre-construction meetings; schedules meetings with developers, contractors, architects, administrators, inspectors, planners, and other agencies to determine project feasibility and to apprise project review teams of work load potential, time-lines and schedules.

Business Licensing: Apprises the public of business licensing regulations, processes and procedures; identifies variations according to business types and operations; instructs in the completion of application forms and assists with the same; prepares invoice for business licensing fees; assists in resolving conflicts and related enforcement issues.

Receives and reviews department mail; processes applications for various permits and licenses; operates personal computer and specialized software to document the status of licenses and permits; enters payment records and updates account information; generates licenses for signature; conducts follow-up by corresponding with business that are unlicensed; may initiate legal action as needed to regulate and enforce licensing ordinances; prepares legal notices; may participate in or coordinate investigations to identify unauthorized or unlicensed business operations.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school; plus one (1) year of specialized training related to above duties;
AND
 - B. Four (4) years of responsible experience in secretarial duties, drafting, word processing or some other related field;
OR
 - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of modern office practices and procedures; of grammar, spelling and punctuation; of modern filing systems related to alphabetical and numeric files; personal computer operations and various program applications such as MS Word, Excel, ArcMap, etc.; telephone etiquette, various office machines, i.e., ten key, copy machine, etc. administrative procedures; of legal processes associated with the maintenance of public records and documents; current codes, standards, safety practices and principles required to meet building standards; planning and zoning codes; interpersonal communication skills, bookkeeping and basic accounting.

Skill in taking and transcribing dictation from hand written notes or from recording equipment; computer keyboard operations.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; communicate effectively verbally and in writing; establish and maintain effective working relationships with fellow employees, elected officials and other agencies of the public; perform general bookkeeping; establish and maintain comprehensive records and files.

3. Special Qualifications:

Must be able to demonstrate proficiency in keyboard operations. Must attain Permit Technician certification within one (1) year of employment.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)