



## Planning Technician Community Development Department

**Department:** Community Development  
**Division:** Planning & Economic Development  
**Reports to:** Community Development Director

**PG I/Tier I**  
**FLSA Status:** Non-Exempt

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### **GENERAL SUMMARY**

Under the primary direction, supervision and evaluation of the Community Development Director, performs a variety of duties, such as providing technical assistance and support to the Community Development Department, Planning Board, ZBA and to the public.

### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

*(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)*

1. Serves as a representative of the Town of Raymond, demonstrating a positive attitude through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees, and with the public.
2. Assists with organization and maintenance of the department's filing system; maintains records and forms.
3. Performs a variety of tasks in support of the Department, such as filing, retrieving information, collecting and entering data.
4. Directs telephone calls and public inquiries to the correct staff or Department, or, when appropriate, resolves the problem, question or complaint.
5. Assist in the planning and monitoring of the activities of assigned commissions, committees, boards, or other public groups.
6. Performs professional interaction with various consulting firms in the field of planning, architecture and engineering.
7. Assists the Community Development Director when needed with current planning activities, including the in-processing of, and review of development requests, zoning changes, variances and special exceptions, site plans, equitable waivers and subdivision plats.
8. Assists in long-range planning activities, including background research and data collection; assists with the formulation of, development policies, and special planning studies; and preparing reports and plans.
9. Assists in neighborhood planning and preservation activities, including conducting background research and data collections; preparing preservation plans and strategies;

coordinating with Community Development Block Grant (CDBG) programs; and serving as liaison to neighborhood groups and citizens.

10. Assists the Town and Community Development Director in grant writing efforts when necessary.
11. Ability to explain basic regulations, programs and plans to assist citizens, developers, engineers, and the general public.
12. Assists in the preparation of maps, drawings and other graphics, including making property site and field visits; sketching property, and preparing site plan maps for reports, studies and other Planning Department activities; prepare property site plans, zoning plans and sketches in ArcGIS; and maintain and update official Town maps.
13. Performs various clerical tasks including but not limited to accepting and processing Planning Board and Zoning Board of Adjustment applications and fees, preparing, posting and mailing legal notices, preparing Notices of Decision and Performance Agreements, etc.
14. Assists in annual updating of the Town's Tax Maps.

### **OTHER JOB FUNCTIONS**

- A. Answer and direct public inquiries in person or on the phone.
- B. Assists in compiling data for data summaries and research reports.
- C. Assists in departmental operations and perform other related duties as assigned.
- D. Assists in keeping the Department's web page up to date.
- E. Prepare and deliver meeting packets to the Technical Review Committee, Planning Board and Zoning Board of Adjustment members.
- F. Prepare meeting minutes for Technical Review Committee, Planning Board and Zoning Board of Adjustment.
- G. Attends after hours meetings for Planning Board and Zoning Board of Adjustment

### **QUALIFICATIONS**

The degree of knowledge and ability as outlined under this section is the minimum deemed necessary to satisfactory performance of the essential functions of this position.

#### **Knowledge of:**

- ArcGIS or similar computer mapping system.
- Basic research methods.
- Theory, principles and practices of land use planning.
- Zoning, land use and subdivision procedures and requirements.

#### **Skills in:**

- The ability to prepare PowerPoint (and other Microsoft Office Suite applications) and other visual presentations.
- Reading complex maps and plans.
- Operating ArcGIS or similar mapping system.
- Oral communication and interpersonal skills to explain rules, regulations and procedures to the public.

**Ability to:**

- Interpret and explain Town land use, zoning, subdivision and general planning laws and regulations to the public and appointed and elected boards
- Prepare written work such as staff reports, memoranda, and other Town communication to a variety of constituents.
- Prepare graphic illustrations, maps and drawings.
- Analyze and compile technical and statistical information.
- Work independently with limited supervision or as a team.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including Town staff, elected and appointed boards and commissions, and the general public.
- Analyze problems, evaluate alternatives and make creative recommendations.

**Education, Experience, Licenses and Certificates**

Any equivalent combination of training, education and experience- providing the individual with the required knowledge, skills and abilities to perform the job. A typical way to obtain required knowledge and abilities would be:

Education: Bachelor’s Degree from an accredited college or university with major coursework in urban planning or closely related field.

Experience: Internships or any administrative/organizational experience.

License: Must possess at the time of employment and continuously throughout employment, a valid Operator’s (driver’s) license.

**Physical Activity Requirements:**

<b>Lift:</b> up to 10 lbs: Occasionally Required; 11-25 lbs: Occasionally Required; 26-50 lbs: Not Required; Over 50 lbs: Not Required	<b>Bending:</b> Frequently Required.
<b>Carry:</b> up to 10 lbs: Occasionally Required; 11-25 lbs: Occasionally Required; 26-50 lbs: Not Required; Over 50 lbs: Not Required	<b>Reaching:</b> above shoulder height: Occasionally Required; at shoulder height: Frequently Required; below shoulder height: Occasionally Required
<b>Push/Pull:</b> Occasionally Required.	<b>Twisting:</b> Frequently Required

**Sensory Requirements:**

<b>Talking:</b> Necessary for communicating with others
<b>Hearing:</b> Necessary for receiving instructions and information
<b>Sight:</b> Necessary for performing job effectively

**ADDITIONAL CRITERIA**

This position is a non-union position.

**Licensure/Certification Requirements:** n/a

**Summary of Occupational Exposures:**

Some exposure to cleaning fluids and copy machine toner.

**EEO Statement:** *The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.*

**Signatures:**

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Community Development Director: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Manager: \_\_\_\_\_ Date: \_\_\_\_\_

*Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_