

**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Planning Technician	DEPARTMENT: Development Services
RANGE: 34	DIVISION: Planning
EFFECTIVE DATE: 01/2019	REVISION DATE:

APPROVALS

 Department Head	 Human Resources	 City Manager
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PURPOSE OF POSITION:

Provide a variety of professional and technical planning review services for the planning, engineering, and building functions. This position reports to the Development Review Manager.

ESSENTIAL JOB FUNCTIONS:

- Provide customer service to the public in any form of communication, including answering the telephone and responding to questions and requests for information regarding fees, codes, and general citizen inquiries.
- Provide information and assistance to City departments, development applications, property owners, and the general public on planning and development issues.
- Perform review of all land development and commercial use-by-right applications.
- Assist in the processing of rezoning, subdivision, and other land development requests.
- Assist in the preparation of staff reports and presentations.
- Formulate alternative solutions and recommendations on land development projects.
- Perform inspections on developing properties.
- Locate, retrieve, and confirm legal documents and legal descriptions as needed.
- Prepare legal documents such as dedication documents and formal notices.
- Maintain application project files and complete closure of files for cataloging and filing.
- Assist with data collection and analysis for special studies and reports.
- Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- High school diploma or equivalent.
- Experience in land title, medical/insurance claims, and Microsoft Office operating systems and the ability to read and apply technical requirements.
- Associates degree in geography, public administration, mathematics, finance/accounting, or data entry preferred.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

- Valid driver's license. Must obtain Oklahoma driver's license within thirty days of hire.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- Knowledge of current literature, information sources, and research techniques in the field of planning.
- Ability to compile, analyze, and organize technical information for plans and reports.

- Knowledge of and proficiency in computer aided map production and geographic information system use.
- Knowledge of land identification, legal description use, and courthouse land records.

PHYSICAL/MENTAL REQUIREMENTS:

- Must possess mental acuity for attention to detail and accuracy.
- Must be able to communicate clearly and concisely.

ENVIRONMENTAL & SAFETY CONCERNS:

- No exposure to hazardous conditions.
- General office safety procedures need to be followed.

JOB LOCATION:

- Work will be performed primarily indoors in an office setting.

Employee Signature: _____

Date: _____