

**MONTGOMERY COUNTY GOVERNMENT, VIRGINIA
POSITION DESCRIPTION**

TITLE: PLANNING TECHNICIAN

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform planning and administrative duties in County Planning Department. The position is responsible for performing skilled clerical and administrative work, supporting director, managers, and staff, and maintaining customer service. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Answers phones and greets citizens.

Answers questions, maintains filing, and collates packets, attends meetings and prepares minutes for Planning Commission and Board of Zoning Appeals.

Assists citizens with general information relating to ordinances and codes of the County while supporting departmental staff with daily operations such as typing, reporting, copying, composing documents, and accounting.

Performs clerical and administrative work in a variety of program support and maintains customer service.

Handles purchasing of general supplies, equipment, some furniture and materials as well as serve as receptionist.

Handles all invoices and payments for department.

Performs internet research as needed.

Issues zoning permits for residential and residential accessory uses.

Assists with review of residential and commercial site plans.

Reviews and approves building permit applications.

Assists with abatement of zoning violations.

Provides Land Development Office (LDO) training, support and development assistance.

Provides assistance to the Zoning Administrator and Planning Director as necessary.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinate or determine, place or sequence of operations or activities based on analysis of data or information; may implement and report on operations and activities.

Gather, organize, analyze and/or evaluate data.

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PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuade or influence others in favor of a service, point of view or course of action; may enforce laws, rules, regulations, or ordinances.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handle or use machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of supplies of high value or very large amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, division and analytic geometry; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

The impact of errors is serious – affects most units in organization, and may affect citizens or loss of life and/or damage could occur and probability is likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's degree or the equivalent of two years of college or vocational school education.

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LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Certified Zoning Official (CZO), Planning Commission and Board of Zoning Appeals (BZA) certifications preferred.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience if degree is not in planning, geography or equivalent.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Montgomery County Government of Virginia is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

3/17/11