

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Planning Technician
Department : Planning & Development
Revised : November 2019

Class : Paraprofessional
FLSA: Non-exempt

This job description supersedes any prior description for the Planning Technician classification.

GENERAL DESCRIPTION

Paraprofessional work involving basic research and data gathering. Guidance is received when new or unusual situations occur, and work is reviewed for accuracy and judgment in the application of planning policies. Work is performed under the general supervision of the Assistant Planning Director.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates and maintains the road naming and street addressing program for the County; responds to inquiries regarding house numbering and zoning regulations; takes corrective action for erroneous house numbering.

Assists the public with questions concerning zoning restrictions and issues zoning permits.

Maintains and develops a variety of planning databases.

Researches various land use topics and prepares related reports.

Performs general mapping duties.

Serves as Clerk to the Planning Board and Zoning Board of Adjustment; prepares agendas, notices, and mailings; attends Board meetings and records and prepares the meeting minutes.

Occasionally assists in the review of minor subdivision plats submitted by surveyors or landowners for approval and enters associated information into a database.

Advertises public hearings for naming or renaming of roads and attends Board of County Commissioners meetings to make presentations and recommendations for naming and renaming roads.

OTHER JOB FUNCTIONS

Assists Planners as projects arise.

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the County's planning and zoning regulations and procedures for addressing.

Job Title: Planning Technician
Page : 2

General knowledge of the planning and zoning legislation for the State of North Carolina.

Skill in operating personal computers and related software including Munis, EnerGov, Microsoft Word, Excel, and PowerPoint with proficiency.

Ability to read and interpret maps and ordinances.

Ability to effectively communicate, orally and in writing.

Ability to deal courteously and tactfully with public.

Ability to establish and maintain effective working relationships with other employees, elected officials, and the general public.

Skill in public speaking.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor and operating a keyboard. Work may include operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Associate's Degree from an accredited college or university in Planning or related field and one year of related experience; or an equivalent combination of education and experience. Experience with ESRI-based software (ArcView) and certification as a NC Notary Public preferred.

**This job description does not create an employment contract,
implied or otherwise.**