

CITY of AZTEC JOB DESCRIPTION

Job Title:	Planning Technician
Department:	Community Development
Shift:	Regular 40 hours per week (Two evening shifts required per month; occasionally weekend/odd hours may be required)
Pay Plan:	Grade 16.1 \$16.82/hr.
Exempt:	No
Reports To:	Community Development Director
General Direction From:	Community Development Director
Position Closes:	Open until Filled

Must complete NM Workforce assessment (contact NM Workforce, 600 W Arrington Farmington (505)327-6126 for more information)

PURPOSE & NATURE OF JOB

This is paraprofessional technical and administrative work in the development, collection and dissemination of technical information pertaining to land use and development regulations and comprehensive planning. The position is best described as 50% technical land use administration, 25% clerical work and 25% customer service. Primary duties include reviewing and processing various types of land use and development applications and permits to ensure conformance with the zoning ordinance requirements; reviewing site plans and subdivision plats; completing assessments of floodplain risk; assisting with zoning inspections and investigations; creating and maintaining land use data in GIS and compiling analytical reports from GIS data; monitoring and activating the E911 Addressing System for the City of Aztec; and providing exceptional customer service.

This position is responsible for maintaining the daily functions of the Community Development Department, to include preparation of meeting agendas and minutes, public notices and informational brochures, expense tracking, supply ordering, meeting and travel scheduling, contact, records and document maintenance, coordination of website maintenance, and general administrative tasks. This position is also responsible for maintaining the City of Aztec Street Name Index which is the official list of names for streets and roads in the City of Aztec addressing jurisdiction. Performs related planning and administrative duties as required.

Work is performed independently within established policies, procedures and work programs. Work may be reviewed by the Community Development Director, in progress and on completion, for conformity with standards, quality, and accuracy of work performed.

ESSENTIAL DUTIES

- Answer questions and provide technical information to the public and staff; research information; interpret data and explain requirements, regulations, and procedures; respond to inquiries pertaining to municipal code, zoning, land use regulations, comprehensive planning, application procedures and Community Development programs, events and current projects.
- Read and interpret plats, site plans, building elevations, maps, land use regulations etc., while assisting the Community Development Director and/or responding to general inquiries.
- Prepare maps, charts, correspondence, agendas, reports, and other materials as needed. Prepare narrative staff reports and recommendations of moderate complexity for review by the Community Development Director.
- Evaluate a variety of applications and proposals for completeness and adherence with land use and floodplain regulations; maintain appropriate logs of planning applications processed.
- Review requests for new street names and address additions/changes and complete changes to the 911 addressing system as required; maintain address records for all properties within Aztec and notify public agencies of address updates.
- Coordinate with emergency service personnel to assist the public in complying with addressing requirements.
- Review addressing regulations in Municipal Code on an annual basis to ensure compliance with the 911 addressing system and make revisions as required.
- Review Business License Applications for adherence with land use regulations and distribute new business information packets.
- Provide required information for specific meetings; prepare and review meeting minutes. Set up rooms up for Community Development Department meetings; and perform other related tasks as required.
- Perform routine office tasks in designated program areas, including issuance of public notices, data entry, file management, scanning, copying, and answering telephones. Operate office equipment.
- Maintain planning, statistical, photographic, floodplain and historical records and update land use data in GIS.
- Participate in a variety of special projects as assigned, to include event planning and operating booths at community events.
- Interact with the public, elected officials, and internal and external contacts in a tactful, clear, concise and appropriate manner.
- Attend Commission meetings and Public Forums.
- Work in collaboration with the Code Compliance and Information Officer to ensure all approved Community Development permits (sign, variance, etc.) are reviewed for final completion and are appropriately closed in the Community Development record, per the established records retention schedule.

RESPONSIBILITIES

Supervision:	None
Public Contact:	Frequent contact with landowners, residents, developers, elected officials, and the public, as well as managers and staff regarding routine to moderately complex administrative and technical matters.
Budget:	None
Other:	Uniforms are required for position; other responsibilities as directed. Travel in an automobile may be required as part of the job; other responsibilities as directed.

GENERAL INFORMATION

The duties/responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

Education: Bachelor's degree in community, urban or regional planning, architecture, construction management, land use management, GIS, or related field required. One year of college curriculum in GIS preferred.

An Associate's degree in community, urban or regional planning, architecture, construction management, land use management, GIS, or related field AND two (2) years of experience in GIS and plan review and/or zoning administration may substitute for a Bachelor's degree.

Experience: One (1) year experience in general office practices such as correspondence preparation, contact and records maintenance, customer service, etc. and at least one (1) year experience in GIS, plan review, zoning administration and land use planning is required.

Knowledge:

- Knowledge of the modern principles and practices of planning and zoning.
- Knowledge of public administration and local government laws and practices.
- Knowledge of basic report writing and data compilation.
- Knowledge of principles of record keeping.

- Knowledge of principles and practices of research and data collection.
- Exceptional written and oral communication skills to explain rules and procedures clearly to the public.
- Problem-solving skills to gather relevant information to solve vaguely defined practical problems.
- Excellent interpersonal skills, including the ability to establish and maintain effective working relationships with internal and external contacts and to communicate tactfully and effectively in stressful situations.
- Ability to work cooperatively with developers, contractors, the general public and City staff.
- Ability to read, review and interpret plans and specifications and to apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Ability to read and interpret legal descriptions of parcels of land from public records or data derived from other source material.
- Ability to interpret aerial photographs and to read and use zoning maps, quarter-section maps, plat maps, land use maps, single line maps, and aerial maps.
- Ability to perceive color as defined by the ISCC-NBS system (Inter Society Color Council - National Bureau of Standards) in order to read color land use maps and graphic notations.
- Ability to complete basic statistical, geometric and algebraic calculations to assess site and building requirements.
- Ability to visualize spatial patterns and relationships.
- Ability to adapt to changing technologies and learn functionality of new equipment and systems.
- Ability to work proactively, both independently and as part of a team.
- Ability to organize, coordinate and complete tasks and projects efficiently and to work on several projects or issues simultaneously.

Certificates/Licenses: None

Recertification: None

Use of Tools and/or Equipment:

- Scanner, Postage Meter, Computer, Copier, Printer, Telephone, Fax Machine, Tape Recorder, Video and Digital Camera, Projector.
- Proficient with ArcGIS and ability to develop data sets within ArcGIS required.
- Proficient with Microsoft Outlook, Access, Excel, and Word required.
- Knowledge of Microsoft Publisher, Community Viz, SketchUp and Google Earth preferred but not required.

WORK ENVIRONMENT

- Physical Demands:** Effort is minimal and involves light lifting of tools, objects and working materials. May involve light pushing, pulling, reaching, bending. The employee is frequently required to sit and talk or hear. Occasional standing for short periods of time. The employee must occasionally lift and/or move up to 50 pounds.
- Hazards:** No observable hazards or threat to health or safety. Adequate working conditions.
- Exposures:** Minor threat to health and/or safety. Generally adequate working conditions with minimum environmental conditions to ensure comfort. Some exposure to weather elements while conducting field investigations, cleanup activities or operating booths at community events.