

CITY OF BEAVERTON

Planning Technician

General Summary

Assist in the processing of permits and applications. Assist in providing customer service, information and technical planning assistance and support to public, developers, staff and consultants in planning related issues or processes.

Key Distinguishing Duties

Responsible for completing assignments that involve routine planning issues as defined by the senior level planning staff.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Act as the first point of contact to the public for information pertaining to planning issues and development code. Answer questions regarding Development Code requirements, planning issues and application procedures as described in the City Development Code. Confirm zoning and direct public to appropriate staff members when appropriate.
2. Answer the Division's public inquiry phone,
3. Assist in the processing of permits and applications, including receipting of fee payments and routing of application materials, in compliance with codes, standards, policies and procedures. Prepare and route submitted application materials to various in-house staff and outside agencies
4. Provide technical research assistance to staff/consultants. Assist in the preparation of maps, graphic displays or written formats.
5. Provide clear, concise written correspondence, memoranda and technical reports.
6. Provide technical support to staff in the planning and implementation of programs and projects.
7. Perform inspection and field observations at construction sites.
8. Participate in division operational review and process evaluation including the development of procedures and forms.
9. Produce an acceptable quantity and quality of work that is completed within established timelines.

10. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
11. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
12. Participate in the City Emergency management program including classes, training sessions and emergency events.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
14. Follow standards as outlined in the Employee Handbook.
15. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of practices and principles of general research, data gathering and analysis.
- ◆ Basic knowledge of practices and principles related to the application and permitting processes.
- ◆ Basic knowledge of planning methods with an emphasis on services related to statistics and data gathering.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage

Skills/Abilities Required

- ◆ Ability to conduct basic research.
- ◆ Ability to retrieve data from various sources, understand the content of the information, and synthesize the information in writing for the general public.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to provide a high level of customer service to internal and external customers.
- ◆ Ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to prepare presentations including graphics.
- ◆ Ability to use a keyboard and word-processing, spreadsheet programs, or other application software as required for position.

- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Associate's degree in planning, geography, public administration, landscape design, or related field, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Some positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; precise control of fingers and hand movements including use of keyboard or similar device; daily standing for prolonged periods; weekly dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hour; occasional operation of a motor vehicle on public roads.; occasional work outdoors in inclement weather.

Classification History

As of 10/97: Planning Technician

Revised: 1/98

New class specification title 1/98: Planning Technician

Revised: 2/05

Revised: 1/1/09

Status: SEIU
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date