



TOWN OF PIKE ROAD

Uniform Job Description

Position Title: Planning and GIS Technician Position Number: _____
Department: Planning Department _____
Reports To: Planning Director Effective Date: 06/07/2021
Supervises: Non-Supervisory _____
Salary Range: \$28,500 – \$52,000

Approvals: _____	
Supervisor	Mayor
_____	_____
Date	Date
FLSA Exempt: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Safety Sensitive: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No DOT Regulated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

I BASIC PURPOSE OF THE POSITION

To perform a variety of administrative, technical and complex work/assignments reviewing development proposals, building permits, annexation applications and subdivision applications along with maintaining the Town's GIS Database. This is a highly responsible position that interacts daily with Town staff; consultants; the general public; developers; contractors and others with an interest in the built environment.

II DISTINGUISHING CHARACTERISTICS OF THIS POSITION

The principle function of this employee is to perform administrative tasks for the Planning Department, including assisting walk-in and telephone customers with building, zoning, mapping, permitting, annexation and licensing questions. The ability to communicate clearly, concisely and courteously is a must. The work is performed under the supervision of the Planning Director, but a large degree of independence is given in answering questions relating to zoning, development and building plans, projects and applications. Must be able to work in a fast-paced, team environment. Must be able to handle multiple tasks at once. Must be a self-starter and motivated individual that can quickly solve problems.

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III ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Perform GIS mapping tasks and maintain the Town's GIS Database.
- Review subdivision and zoning applications;
- Review building plans for conformance with Town regulations;
- Meet with Town officials/staff, property owners, engineers, contractors, residents and other interested parties to discuss proposals and ideas;
- Develop long and short-range plans and projects;
- Attend Planning Commission, Town Council, Board of Adjustment, Consolidated Review Committee meetings and other meetings as necessary.
- Take minutes at Planning Commission, Board of Adjustment, Consolidated Review Committee meetings as necessary.
- Serve as Secretary of the Planning Commission
- Assist with file storage, cataloguing, and general departmental organizational tasks.
- Prepare and schedule required notifications for various applications and prepare and send out notification letters as required, for different development applications.
- Prepare Planning Commission and Town Council Packets.

IV OTHER DUTIES AND RESPONSIBILITIES

- Other related duties as assigned.

V REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- A firm knowledge of ARC GIS.
- Knowledge of City planning principles and development procedures;
- Knowledge and understanding of state enabling legislation
- Knowledge of city building codes and related ordinances
- Working knowledge of Microsoft Word, Access, Excel, Word Perfect and ability to learn new programs;
- Working knowledge of basic office equipment, (computer, fax machine, copy machine, plotter, etc.);
- Ability to establish and maintain courteous working relationships with fellow employees, contractors and the general public;
- Ability to communicate clearly and concisely, verbally and in writing;

VI ACCEPTABLE EDUCATION, EXPERIENCE AND TRAINING

- Bachelor's degree from an accredited college or university in City, Regional or Urban Planning or other closely related field.
- One year of experience in a Planning Department, preferably in a municipal setting.

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- A master's degree in planning may be substituted for the year's work experience.
- Experience may be substituted for the aforementioned acceptable education, experience and training if proficiency in the required tasks for the position are proved in other ways.

VII EXTENT OF PUBLIC CONTACT

This position requires extensive contact with the public, most often in a one-on-one situation. This position will require someone who can think creatively and work well with the public as well as other Town employees from various departments. Must represent the Town in a pleasant and knowledgeable way.

VIII PHYSICAL DEMANDS

The physical demands are consistent with general office requirements.

IX WORKING CONDITIONS AND ENVIRONMENT

The work performed is almost exclusively in a general office environment, and the noise level is not excessive, however there may be instances that require visits to various project sites within the Town's Planning Jurisdiction.

This job description does not constitute either a written or implied contract of employment. The Town of Pike Road reserves the right to revise, alter and/or change this job description, as the Town deems necessary.