



City of Powell Position Description

Position Title: Development Technician
FLSA Status: Exempt
Reports to: Planning Director
Employment Type: Full-time

Pay Grade: BB
Service Type: Unclassified
Revision Date:

Nature of Work – General Description:

The position of Development Technician is entry-level paraprofessional work. The Development Technician devotes a significant amount of time on routine administrative tasks. The Development Technician often works closely with the public on a regular basis to provide customer service on planning and zoning issues. Successful Development Technicians may be asked to perform professional-level duties in either planning or engineering of limited complexity as a trainee.

Essential Functions of Work:

(May not include all duties performed)

- Provides technical assistance and information to staff and the public in the administration of specific planning-related programs and ordinances
- Receives, accepts for filing and processes a variety of planning and land use permit applications and reviews permits to ensure compliance with City requirements and for completeness of application and pertinent information.
- Assists Zoning Administrator with enforcement of zoning ordinance violations.
- Assists City Engineer with the enforcement of subdivision regulations.
- Reviews building plans, engineering site plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios.
- Performs routine office tasks in designated program areas, including data entry, file management, copying, answering telephone and responding to e-mails.
- Develops and maintains automated tracking systems, hard copy files and records
- Researches and compiles information on a variety of planning issues from multiple sources
- Prepares public notices or property owner verifications
- Prepares maps, charts, tables of limited complexity
- Investigates violations of planning regulations and ordinances, including site visits
- Attends public meetings, assisting other planning staff as appropriate
- Reviews parcel legal descriptions
- Investigates violations of planning and zoning regulations and ordinances, including site visits, and assists Building Code Official/Building Inspector with compliance processes.

Knowledge, Skills, and Abilities:

- Knowledge of municipal planning and zoning principles and practices.
- General knowledge of zoning and development codes with the ability to interpret them for citizens and developers.
- Knowledge of zoning laws and comprehensive plans including their formation, process of adoption, and the ability to understand and interpret various other codes such as adopted building codes.
- Knowledge of principles and practices of research and data collection
- Knowledge of effective writing techniques

- Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations
- Knowledge of computer programs and applications, which may include Microsoft Office, database management and Internet applications.
- GIS programs and applications
- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Problem-solving skills to gather relevant information to solve practical problems and address citizen inquiries and concerns
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed

Minimum Qualifications:

- a. **Education.** Completion of an associate's degree in urban planning, architecture, construction management, social sciences or related field.
- b. **Experience.** Two years of experience in plans review, zoning administration, building code issuance or surveying is required. A bachelor's degree is preferred and may substitute for two years of experience.
- c. **Licensure or Certification Requirements.** None
- d. **Other.** Valid driver's license, State of Ohio, ability to be insured by City's insurance and provide own mode of transportation.

Working Environment and Conditions:

- Ability to climb stairs and travel to construction sites.
- Regularly, exerting up to 30 pounds of force to lift, carry, push or otherwise move objects. Occasionally, exerting over 30 pounds.
- Physical ability to work outdoors in/during inclement weather and adverse conditions.