

<b>Position:</b>	<b>PLANNING TECHNICIAN</b>
<b>Supervisor:</b>	Director of Community Development
<b>Hours of Work:</b>	The Planning Technician will work a forty (40) hour week. Overtime may occur on assignment from supervisor. The 40-hour week will be from 8:00 a.m. to 4:30 p.m. The employee shall receive ½ hour for lunch, not paid.
<b>Place of Work:</b>	The Planning Technician’s position is based at the Township Municipal Building, 100 Gettysburg Pike.
<b>General Description:</b>	The Planning Technician will perform entry-level, paraprofessional work of a complex nature for the Community Development Department. The Planning Technician will devote a significant amount of time on routine administrative tasks, to include: general office functions; record keeping, responding to incoming telephone calls and emails; in-person counter help; technical tasks to support planning and zoning functions; and general administrative functioning of the Community Development office. The Planning Technician will work closely with the public on a regular basis and provide customer service on planning, zoning, building, and stormwater issues.
<b>Essential Functions:</b>	<p>Provides customer service and citizen assistance at the front counter, via telephone and email.</p> <p>Provides technical assistance to staff in the Community Development office and the public, and is responsible for the efficiency and smoothness of operation.</p> <p>Reviews various permit applications to assure compliance with Township requirements and calculate fees. Enters all permits into the Township databases.</p> <p>Performs routine administrative tasks for the Community Development staff, including but not limited to: data entry, file management, copying, scanning, composing and preparing routine correspondence, preparing department calendars, and answering the telephone.</p> <p>Performs basic intake and review of a wide variety of land use and development proposals. Review of the applications may involve basic file research and maintenance, map reading, field investigation, creation of technical reports, and maintenance of databases.</p> <p>Develops and manages hard copy files, project files, scanned files, department reference manuals, and various other records.</p> <p>Assists with the review of various subdivision and land development plans, and zoning petitions for compliance with Township Ordinances.</p> <p>Prepares narrative staff reports and recommendations of limited complexity, such as planning reports, land use reports, historic preservation reports, and special exception and variance permit reports.</p>

Assists with management of financial security forms, agreements, bonds, letters of credit, and escrows for public improvements.

Coordinates and prepares the administrative processing of Planning Commission, Zoning Hearing Board, and Historical Architectural Review Board agendas and meeting packets.

Acts as Recording Secretary for the Planning Commission, Zoning Hearing Board, and Historical Architectural Review Board; transcribes and acts on minutes from the meetings; and attends all such meetings and performs other duties as assigned.

Research and compile information on a variety of issues from multiple sources.

Assist with preparation of public notices and ordinances.

Collect a variety of fees for Community Development (General Fund and Recreation) and prepare deposit slips for Bookkeeper. Prepares a daily deposit to the finance department.

Receives and resolves or refers citizen and builder/developer complaints.

Assists with duties and responsibilities of the Receptionist, when the Receptionist is on break, at lunch, in meetings, or on any approved leave.

Files/records plans, agreements, liens, etc. at the Cumberland County Courthouse.

Arranges meetings as required.

Coordinates office functions and requests for information with other county, state, and local municipalities, as required.

Assist with scheduling of building, zoning, and other inspections, as required.

Performs other duties as assigned.

**Qualifications:**

Completion of a Bachelor's Degree from an accredited college or university with major course work in planning, geography, urban design, architecture, civil engineering, GIS, CAD, social sciences or a related field; **OR**

An Associate's degree from an accredited college or university with major course work in planning, geography, urban design, architecture, construction management, social sciences or related field AND two years of experience plans review, zoning administration, building code issuance, or surveying.

Prior experience working in municipal, state, or federal government a plus.

**Skills/Knowledge:**

Knowledge of the basic principles, practices and techniques of planning and research. Knowledge of zoning ordinances and subdivision land development ordinances.

Ability to review plans and apply provisions of the ordinance and codes to determine compliance with such regulations and to apply regulations accurately to existing field conditions.

Statistical, algebraic or geometric knowledge and ability to apply such knowledge in practical situations.

Possession of excellent interpersonal skills and ability to interact with many different people.

Problem-solving skills to gather relevant information to solve vaguely defined practical problems.

Ability to maintain and research files and records.

Ability to follow detailed instructions and perform multiple tasks simultaneously without immediate and constant supervision.

Ability to work independently and in a team environment.

Ability to communicate clearly and concisely in both verbal and written form. Good working knowledge of the English language, including spelling, grammar and punctuation. Must be able to communicate laws, policies, and procedures effectively to the public, often under adverse circumstances.

Ability to operate personal computer with experience in Microsoft Office Suite. Must be proficient in Word, Excel, and Outlook. GIS experience a plus.

Ability to transcribe dictation that has been recorded.

Ability to establish and maintain working relationships with those contacted in the course of work.

Possession of a valid driver's license.

Ability to pass a pre-employment background check.

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skills typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief to equalize peak work periods or otherwise to balance the workload.

Concur: \_\_\_\_\_  
Employee Signature

Date: \_\_\_\_\_