



City of West Plains – Planning Technician

Status: Non-Exempt

Grade: WP04

Job Description

Effective Date: 07-07-2021

General Summary

Responsible for assisting the Planning Department which includes the specialties of GIS, Code Enforcement, Zoning, and special projects. Devote a significant amount of time on routine administrative tasks as well as assisting in professional-level duties of limited complexity as a trainee. Employee reports to the Senior Planning Technician or Planning Director. Demonstrates a commitment to high quality customer service and exhibits the values of the vision and mission of the City of West Plains.

Minimum/Required Qualifications

One (1) year related experience and/or training
High school diploma or general education diploma (GED)
Must maintain a valid Missouri driver's license and safe driving record.

Supervisory Responsibilities: None

Special Working Conditions/ Job Characteristics

Job requires occasional, statewide, overnight travel.
Must be able to sit, talk, and listen for extended periods of time.
Must be able to feel attributes of objects, grasp, push, drive, stand, walk, reach with hands/arms, stoop/crouch, climb/balance, and operate mechanical equipment.
Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors.
Must be able to have repetitive wrist, hand, or finger movement to type and work on computer and/or related equipment.
May be required to lift 50 pounds or more.
May be required to be available for after-hours support as needed.

Examples of Work

1. Provide technical assistance and information to staff and the public in the administration of specific planning programs areas or ordinances.
2. Perform routine office tasks in designated program areas, including data entry, file management, copying and answering telephone.
3. Prepare narrative staff reports and recommendations of limited complexity, such as special use permits and variances.
4. Research and compile information on a variety of planning issues from multiple sources.
5. Prepare public notices or property owner verifications.
6. Prepare maps, charts, tables of limited complexity.
7. Investigate violations of planning regulations and ordinances, including site visits.
8. Prepare permit applications from the State of Missouri Corps of Engineers and Missouri Department of Natural Resources.
9. Work on several projects or issues simultaneously.
10. Assist staff in reviewing permit applications to assure compliance. Collect, analyze, and record data on the progress of grants.
11. Responsible for creating and assisting with meeting timelines on projects.
12. Maintain compliance with all applicable federal, state, and local regulations, including all City policies and guidelines as they pertain to department operations.
13. Perform other duties as required or assigned.

This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Employee Signature

Date