

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Planning Technician	BAND/LEVEL:	Tech I
DEPARTMENT:	Planning & Development Services	JOB NO:	3620
DIVISION:	Current Planning	DATE:	3/25/12
REPORTS TO:	Manager, Current Planning	FLSA STATUS:	NE
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 601

REPLACES: Planning Technician (Current)

DATE: 9/2009

JOB SUMMARY STATEMENT:

Reviews legal descriptions; prepares maps and exhibits. Records all plats and assigns addresses for new development. Processes plans approved by the Planning Commission and City Council. Reviews and verifies protest petitions. Maintains zoning data. Participates on the Plan Review Committee. Serves as Planner of the Day.

DUTIES AND RESPONSIBILITIES:

1. Reviews legal descriptions. Prepares maps and exhibits for agenda items. Locates subject tract on appropriate map and label via GIS based software. Prepares additional graphic displays that may be needed on a case-by-case basis.
2. Coordinates the recording of plats. Assists with technical reviews as required. Reviews for correct information, requirements and stipulations and records all plats. Submits plats to County Engineer. Picks up recorded plats at County Courthouse.
3. Processes plan and related items approved by the Planning Commission and City Council. Reviews staff reports and attaches stipulations to final development plans. Submits items to mayor for signature.
4. Assigns addresses to new plats and developments according to adopted addressing standards. Corrects inconsistencies and changes incorrect addresses. Sends out new addresses and change letters to required persons. Coordinates all plats into existing grid system. Conducts site inspections to verify information.
5. Reviews protest petitions and verify signatures of property owners with county records. Calculates protest area. Advises City Clerk, Law Department, case manager, applicant and other interested parties of validity of protest.
6. Maintains Zoning maps. Plots rezoning and special use permits, and transfers to proper location on zoning map. Updates zoning map with published ordinances to ensure that it is accurate and up-to-date via GIS based software.
7. Serves as Planner of the Day on a rotating basis. Assists citizens by phone or in person answering a wide variety of inquiries regarding planning issues. Provides interpretations of the Unified Development Ordinance and other city regulations relating to land development and land use. Processes various types of applications. Answers questions about scheduling, application status and the public hearing process.
8. Serves on the Plan Review Committee. Researches project background, discusses issues with appropriate staff, looks for possible solutions. Assists with coordinating supporting maps, plans and other documents to effectively communicate proposals to the review body, general public and for placement on the web.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Associate's degree in drafting, CAD or similar technical area. Must possess a valid driver's license and maintain an insurable driving record.

EXPERIENCE:

Six months to one year of experience in municipal planning or equivalent.

SKILLS:

1. Working knowledge of PC software applications such as GIS ARC, AUTO CAD and word-processing,
2. Drafting skills
3. Attention to detail
4. Written and oral communication skills

MENTAL REQUIREMENTS:

1. Ability to read and understand site plans
2. Alpha/numeric recognition
3. Ability to read and comprehend city, state and federal ordinances and policies
4. Logical reasoning
5. Ability to learn and understand PC software applications

PHYSICAL REQUIREMENTS:

1. Hand and eye coordination adequate to operate personal computer and drafting equipment
2. Visual stamina and acuity adequate to review alpha/numeric data and maps
3. Ability to operate City vehicles
4. Ability to make and receive phone calls

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.