



The Town of Green Mountain Falls

Position Description

Job Description

Revised 12/19/2019

Position Title: Planning Technician
Classification: Full-Time Non-exempt
FLSA: Covered – subject to overtime pay
Work Schedule: Fourty hours per week. Schedule TBD by the Town Manager. Expected to attend regularly scheduled Planning Commission meetings

Reports To: Town Manager

Supervisory Responsibility: This position may supervise employees.

General Statement of Duties:

In a lead capacity, this position performs professional, technical, and administrative work in long range and current planning and land use, as well as serving as the primary staff liaison to the municipal Planning Commission. In conjunction with the Town Manager and Town Clerk/Treasurer, the Planner also provides administrative backup tasks in support of general Town Hall functions. The Director is responsible for independently managing projects, preparation and review of land use applications, and advanced level professional deliverables.

The essential job obligations and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. Other duties and responsibilities may be assigned by the Town Manager at any time.

Essential Functions:

- Review and process land use and development applications and proposals, as well as zoning and subdivision variances; prepares technical reports for staff, advisory boards, and Board of Trustees
- Supervise and manage the work of other planning staff and interns
- Conducts research studies and prepares reports and recommendations regarding planning and zoning related issues
- Provides technical planning advice to architects, contractors, attorneys, engineers, and the public regarding the General Plan, development processes, and policies; coordinates the development review process; serves as a liaison between customers and Town staff.

- Develops and prepares ordinances and resolutions for the Town Attorney's review and the Board of Trustees consideration
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved
- Provides technical support and assistance in the development and implementation of the Comprehensive Plan and the Town's advanced and current planning programs with related research and analysis
- Interprets and applies applicable codes and regulations, including the Town's Land Use Code and relevant state/federal laws
- Develops and maintains an awareness of the Town's commercial climate and develops and presents concepts geared toward community economic development.
- Ensures that Planning Commission meetings are compliant with open meeting laws
- Provides general administrative support in conjunction with the Town Clerk/Treasurer.

Knowledge, Skills, and Abilities:

- Ability to communicate effectively with the public, Town staff, outside agencies, customers, and elected officials
- Statistical analysis and mathematical concepts related to the planning process.
- Computer applications related to the work
- Record keeping principles and practices
- Correct business English, including spelling, grammar and punctuation
- Knowledge of planning principles and practices; familiarity with applicable federal, state, and local land use regulations; ability to conduct research in support of planning, land use, and economic development assignments.
- Knowledge and experience with the development review process, how to apply zoning and development codes, and long-range planning principles; regulations associated with zoning processes and land use decisions.
- Computer skills, including but limited to Microsoft Office programs.
- Excellent customer service skills – written, verbal, and analytical.
- Ability to work in a busy environment with frequent interruptions and fixed deadlines.
- Ability to work independently, while being available to the public during specified hours and meeting deadlines.

Education/Experience:

- Bachelor's degree or course work in the area of urban/regional planning, public administration, or a related field preferred. Master's degree preferred.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens and other electronic equipment. Typical indoor air quality and temperatures. Travel to outlying sites may involve exposure to a variety of weather conditions.

Physical: This job involves sitting for extended periods of time, with the ability to stand, walk, reach, bend, and twist for short, intermittent times. Must be able to lift and carry objects weighing 30 pounds or less on occasion.

Vision: Ability to see in a range from reading distance to a distance of 20 feet with or without correction; vision sufficient to read computer screens and printed documents, and sufficient to recognize individuals from across the room.

Hearing: Hear in the normal audio range with or without correction.

Speaking: Be able to speak in an understandable voice with sufficient articulation.
