Position: PLANNING TECHNICIAN

Supervisor: Director of Community Development

Hours of Work: 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.

Place of Work: The Planning Technician’s position is based at the Township Municipal Building, 100 Gettysburg Pike.

General Description: 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, stormwater, and other issues.

Essential Functions: Perform 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.

Review various permit applications to assure compliance with Township requirements and calculate fees. Enter all permits into the Township’s permitting software.

Provide technical assistance to all staff in the Community Development office and the public and is responsible for the efficiency and smoothness of operation.

Perform routine administrative tasks for the all staff in the Community Development office, including but not limited to: data entry, file management, copying, scanning, composing and preparing routine correspondence, preparing department calendars, and answering the telephone.

Provide customer service and citizen assistance at the front counter, the telephone and email.

Assist with the review of moderately difficult development proposals, subdivision/land development plans, and zoning petitions for compliance with Township Ordinances.

Assist in the evaluation of rezoning, ordinance amendments, site plans, special use permits, variances and other proposals.

Develop and manage hard copy files, project files, scanned files, department reference manuals, and various other records. Maintain both manually and by computer.
Prepare 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.

Coordinate and prepare the administrative processing of Planning Commission, Zoning Hearing Board, and Historical Architectural Review Board agendas and meeting packets. Deliver monthly packets to various board members.

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

Attend evening meetings and serve as the Recording Secretary for the Planning Commission, Zoning Hearing Board, and Historical Architectural Review Board; transcribe and act on minutes from the meetings.

Collect a variety of statistical data and compile reports and plans on a variety of topics. Data may be collected from a variety of sources, including census information, land use, tax base data, etc.

Assist with preparation of public notices, adjacent owner notices, and ordinances. Ensure publications and postings are within legal timeline requirements.

Assist with field evaluations and assessments related to a variety of issues, including but not limited to land development, ordinance amendments, zoning or building permits, stormwater issues, zoning and property maintenance violation issues, etc.

Assist with the administration of various programs for the Township’s MS4 Program.

Collect a variety of fees for Community Development (e.g. General Fund, Recreation, etc.) and prepare a daily deposit to the finance department.

Receive and resolve or refer citizen complaints.

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

File/record plans, agreements, liens, etc. at the Cumberland County Courthouse.

Arrange developer, builder, resident meetings, etc. regarding development projects or general questions.

Coordinate 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.

Perform other duties as assigned.
**Qualifications:** 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 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, research and data collection. 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. Ability to exercise good judgement, courtesy and diplomacy in dealing with associates, peers, and the general public.

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

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 or in a team environment as needed.

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 attend evening meetings as required.
Ability to regularly report to the job at the assigned times and perform assigned duties.

Ability to lift objects up to 50 lbs.

Possession of a valid driver’s license.

Ability to pass a pre-employment background check.

**Work Environment:** Work is sedentary in nature but may require mobility.

Work is generally performed in an office setting, but occasionally involves visits to other Township-owned facilities, residential and non-residential properties, professional offices, and institutional facilities.

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: ________________________________ Date: __________________

Employee Signature