

DUNES CITY PLANNING TECHNICIAN POSITION DESCRIPTION

Status: Full-Time. 25-32 hours per week: Monday through Thursday and one or two evening meetings per month.
Supervised by: Dunes City Administrator
Evaluation: Annually after six month evaluation.
Salary Range: \$18.00 to \$20.00 per hour

Primary Purpose: To coordinate land use applications for citizens, process all planning department requests, variance and conditional use applications and permits, and act as Secretary to the Planning Commission.

ESSENTIAL JOB FUNCTIONS

Planning Commission:

1. Provide technical assistance to citizens, the Planning Commission and City Council in the processing of land use applications.
2. Review land use applications for completeness, gather background information and coordinate review of the application with interested parties.
3. Notify the public and affected property owners of public hearings or administrative decisions through the publication of legal notices, the posting of property, and first-class mail.
4. Prepare staff reports, findings of fact, conclusions of law, and final orders and present the same to the Planning Commission and City Council.
5. Prepare monthly agenda and packets for Planning Commission meetings and, when appropriate, City Council.
6. Transcribe Planning Commission minutes, set up meetings, and notify media of Planning Commission meetings.
7. Maintain and monitor land use files.
8. Attend all City Council meetings take minutes and occasionally present a Planning Commission report.
9. Be familiar and comply with Dunes City Codes, rules, regulations and policies.
10. Assist Code Enforcement Officer as needed and requested.
11. Careful attention to detail is required.
12. Review all Short-Term Rental Permit Applications for compliance with all zoning setback regulations, wetland/riparian setback regulation, septic tank approval and water availability, and overall completeness of the applications prior to submission to the City Administrator for final approval.

Building Permit Program

- 1. In the absence of the Permit Tech, assist the City Administrator with review of all building plans for compliance with zoning setback regulations, wetland/riparian setback regulation, septic tank approval and water availability prior to submission to the Building Official.
- 2. In the absence of the Permit Tech, schedule building inspection requests.
- 3. Serve as the interface with the public regarding building regulations.

General Office Assistance

- 1. Handle daily correspondence and telephone calls pertinent to the position. If all others are busy, provide customer assistance at the window. File land use decisions, dock registrations and any other pertinent material in the appropriate property file.
- 2. Be familiar with office procedures in order to act as backup to the City Administrator and/or Administrative Assistant, in cases of vacation, emergency or illness.
- 3. Work under the direction of the City Administrator and the Mayor performing other such duties that may arise.

Ergonomic Requirements:

The current position requires the ability to reach, bend, lift, stoop, crouch and perform similar functions while performing essential and secondary job functions. The position requires some lifting up to 20 pounds unassisted. The position requires the ability to process information using computer methods and technology for more than 80 percent of the work time. All individuals are required to be able to perform these movements without a significant risk of injury, with or without accommodation, or to otherwise demonstrate or explain how they can perform the essential and secondary functions listed above.

Benefits:

Employer maintains written Personnel Policies which may be amended, modified and/ or updated from time to time solely by employer. Employee will be notified of their salary at hire.

On _____, 20____, I received a copy of this job description.

Signature of Employee

Signature of Supervisor