



# Planning Technician

Class Code:  
11001

Bargaining Unit: AFSCME

CITY OF RAMSEY  
Established Date: Dec 3, 2019  
Revision Date: Jan 22, 2020

## SALARY RANGE

\$28.49 Hourly

### PRIMARY OBJECTIVE OF POSITION:

The primary objective of this position is the administration and enforcement of regulations relating to zoning issues; processing sign permit applications and enforcement of sign regulations; processing applications for conditional use permits, interim use permits, variances, easement vacations and administrative subdivisions; responding to general zoning and land use inquiries; and performing other tasks as assigned by the Senior Planner, or their designee.

This is an AFSCME union position.

### MINIMUM QUALIFICATIONS:

The successful applicant must possess the following minimum qualifications:

- Must be at least 18 years old
- Must possess a high school diploma or equivalent
- Must possess a valid driver's license in good standing
- Must have a Bachelor's Degree in planning, housing, geography, urban studies or related field or are currently active in a degree program in planning, housing, geography, urban studies or related field
- Must have at least six months of zoning administration and/or code enforcement experience in a local government planning office (credit will be given if experience was as an intern)
- Proficiency in working with MS Office applications
- Strong organizational and communication skills

Desired Qualifications:

- Working knowledge of the full MS Office Suite
- Two years of progressively responsible experience in a local government planning office, with particular experience in code enforcement and zoning administration

### **ESSENTIAL JOB FUNCTIONS:**

- Provide primary customer service point of contact for planning and zoning issues
- Coordinate and review processes for land use applications
- Administer and enforce certain city code regulations (zoning, property maintenance, nuisance)
- Process zoning permit applications and enforce zoning regulations
- Assist with administering local land use controls and zoning regulations
- Process applications for conditional use permits, interim use permits, home occupation permits, variances, easement vacations, and administrative subdivisions
- Coordinate Rental Housing Licensing Program
- Coordinate recordkeeping for the Community Development Department
- Perform other tasks as assigned by the Senior Planner

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Basic knowledge of, and willingness to continue learning land use principles and trends
- Knowledge of county, state and federal regulations related to community development in a municipal setting
- Knowledge of urban land use planning principles and trends
- Knowledge of how to develop, interpret and apply the City Code
- Ability to gather data and develop clear and concise reports
- Ability to maintain effective working relationships with elected officials, City staff, citizens, consultants, developers and outside agencies
- Ability to follow verbal and written directions
- Skilled in the operation of normal office equipment, including knowledge of various computer software packages including word processing and spreadsheets
- Ability to handle stressful situations and deal effectively with angry or difficult people, including the ability to use good judgment
- Ability to prioritize and meet deadlines
- Ability to work with minimal supervision to ensure that projects are completed thoroughly, accurately and on time
- Ability to communicate effectively, verbally and in writing, with individuals and groups (including making presentations)

## **JOB ACTIVITY REQUIREMENTS:**

The following are the physical activities that are associated with this position:

- Standing
- Sitting
- Walking
- Handling Objects
- Repetitive Hand Motion
- Stationary desk or bench work

This job requires employees to be able to lift and carry up to 25 pounds. The following are the working conditions of this position:

- Working Outdoors
- Working Indoors
- Operating Motor Vehicles
- Driving a City vehicle or personal vehicle
- Driving is an essential function of this job