

CITY OF CHATTANOOGA

Classification Specification Title: Planning Technician

Department: City Planning

Pay Grade: GS.03

Supervision Received From: Administrator City Planning

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 8/2/19

**Revision Dates: 4/3/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for providing technical support to planning personnel and the public. Duties include performing specialized paraprofessional work involving zoning, GIS or other areas and providing customer service on planning issues. Work is performed with moderate supervision.

SERIES LEVEL: Planning Technician is the first level of a two-level technician series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Provides technical assistance and information to staff and the public related to specific planning programs areas or ordinances.

Reviews and ensures zoning applications for required documentation.

Performs routine office tasks in designated program areas including data entry, file management, copying, and answering the telephone.

Maintains automated tracking systems, hard copy files, and records.

Prepares a variety of public notices or property owner verifications.

Prepares maps, charts, tables of limited complexity.

Assists with researching and compiling information on a variety of planning issues from multiple sources.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED and two (2) years of any combination of equivalent education training or experience sufficient to perform the essential duties of the job. Examples of equivalent education include college-level coursework or vocational training in planning, architecture, drafting, computer-generated mapping or related areas. Examples of relevant experience include planning, drafting, or in a related area. .

LICENSING AND CERTIFICATIONS:

Valid Driver's License

SUPPLEMENTAL INFORMATION:

Knowledge of basic planning principles and practices; descriptive statistics; principles and practices of research and data collection; customer service principles; modern office procedures and practices; zoning principles; applicable federal, state and local laws, ordinances, codes, rules, regulations, policies, and procedures. Skill in providing customer service; reading maps; reviewing applications, forms and information for completeness and accuracy; maintaining files and records; using a computer and related software applications; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT:

Light Work: Exerting up-to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.