**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 10,000 – 24,999**

**Planning & Development Technician**

**Duties**

This position functions as a central point of public contact for the Administration and Planning & Development Departments. Primary duties include cashiering and handling funds associated with building permits, occupational tax permits, tracking and managing the permitting, zoning, and development processes, fielding and routing telephone calls, emails, and inquiries from the public, and data processing. Work is performed independently under the general supervision of the Director of Planning and Development:

**Minimum Requirements**

Three (3) years government experience working as an administrative assistant, customer service rep, or office manager for a local municipal government or similar public agency; or comparable private sector employer. Experience must include records management and good working knowledge of MS Office Suite applications, especially Excel and Word, and overall proficient computer skills. Outstanding customer service skills are a must.

**Preferred Experience and Training**

Two (2) years of experience working as a permit clerk, administrative assistant, customer service rep, or office manager for a planning and zoning or community development department or similar agency; or comparable private sector employer.