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HUDSON



JOB OPPORTUNITY

Planning Technician

Current Pay Range (F): \$19.48 - \$27.47 per hour (depending upon qualifications)

Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.

Class Summary

The City of Hudson is seeking applicants for the position of Planning Technician in the Community Development Department. This is a full-time entry level professional planning position working closely with the public on a regular basis to provide customer service regarding permit applications and planning issues.

Minimum Qualifications

Completion of an associate's degree in urban planning, architecture, or other related field and two years in plan review or zoning administration. A bachelor's degree is preferred and may substitute for two years of experience. Candidate must be able to successfully complete a background investigation and post-offer physical examination to include drug screening. Possession of a valid State of Ohio driver's license is required.

How to Apply

Employment application forms may be printed at www.hudson.oh.us or obtained at the City of Hudson Municipal Services Center, 115 Executive Parkway, Suite 400, Hudson, Ohio, Monday through Friday, between 8:00 a.m. and 4:00 p.m. Completed employment application with resume attached may be submitted by email to HumanResources@hudson.oh.us or mailed to City of Hudson/HR, Attn: Planning Technician, 115 Executive Parkway, Suite 400 Hudson, Ohio 44236. **Completed application with resume must be received no later than 4:00 p.m. on January 29, 2018.** EOE

The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.

Date Posted: 01/12/18

City of Hudson, Ohio
PLANNING TECHNICIAN

FLSA Status: N

Non-Bargaining

Updated: 01/12/2018

CLASS SUMMARY

The position of Planning Technician is an entry-level professional position. The Planning Technician often works closely with the public on a regular basis to provide customer service regarding permit applications and planning issues. The Planning Technician will also perform a variety of specialized, non-routine administrative support functions and professional level duties of limited complexity. Processes development applications through the review process. Work involves maintaining complex or specialized tracking systems, processing monthly status reports, assembling and preparing highly technical and detailed documents and manuals, and performing duties specialized to the division/department assigned requiring knowledge of division/department operations, functions and priorities. Incumbents in this class have no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Accepts and reviews development applications including residential, commercial and industrial site plans and final plats for completeness and appropriateness and, for applications of limited complexity, conformance with review standards.

Receives and responds to inquiries from the public, project applicants, developers, architects, engineers, real estate professionals, attorneys, property owners, other government agency representatives, City consultants, and other City staff regarding the development review process, forms, fees, procedures, and the status of an application; contacts development applicants to convey and request information.

Completes code compliance reviews, issues city approvals for minor administrative permits, and compliance reviews to confirm construction in accordance with plans.

Works in coordination with department staff to process development applications, compile staff reports, and prepare agendas.

Researches and compiles information on a variety of planning issues from multiple sources. Prepares maps, charts, and tables of limited complexity.

Develops and maintains automated tracking systems, and digital and hard copy files and records.

Records documents such as subdivision plats in Summit County.

Performs routine office tasks including data entry, software management, copying, and answering customer inquiries.

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Attends public meetings assisting other planning staff as appropriate.

Operates a variety of office equipment such as a personal computer with standard and customized software, printers, scanner, and photocopier.

Must provide a high level of customer service by being courteous, responsive, respectful and helpful in all interactions with staff, superiors and the general public.

Must establish and maintain effective working relationships with superiors, colleagues, co-workers, developers, residents, City officials, property owners, and contractors.

May perform other related duties as assigned.

Must have regular, reliable, and punctual attendance.

Must follow and comply with City rules and policies.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is occasionally required to stand, reach, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually quiet.

At times, the employee is occasionally exposed to outside weather conditions on uneven terrain and construction sites and may be exposed to fumes or airborne particles. The noise level at the construction site can be loud.

MINIMUM QUALIFICATIONS

The Planning Technician requires the completion of an associate's degree in urban planning, architecture, or related field. Two years of experience in plan review or zoning administration is also required. A bachelor's degree is preferred and may substitute for two years of experience.

Knowledge of planning principles and practices, including pertinent specialties.

Knowledge of principles and practices of research and data collection.

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Knowledge of effective writing techniques.

Knowledge of computer hardware and software programs which may include Microsoft Office, internet applications, and GIS.

Knowledge of City services, departmental operations and organization.

Ability to make decisions in accordance with established policies and procedures.

Ability to review and understand architectural and engineering plans.

Ability to maintain records and prepare reports in accordance with prescribed policies and procedures.

Possess oral communication and interpersonal skills to explain rules and procedures clearly to the public.

Ability to handle sometimes irate persons or callers in a calm professional manner.

Ability to work on several projects or issues simultaneously.

Ability to work independently or in a team environment as needed.

Skill in establishing and maintaining effective working relationships with superiors, colleagues, co-workers, developers, residents, City officials, property owners, and contractors.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS *(All required licenses and certificates must be current, and the privileges granted under each cannot be suspended or otherwise encumbered.)*

Valid State of Ohio driver's license