



Job Title: Planning Technician/Planner I

Department: Planning and CDBG

Status: Full-time

Salary Range: \$47,017-\$53,552

Job Description: see below

Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email: lewiss@huntingtonwv.gov. They may also apply in person at City Hall, Room 145 – HR Office, or complete the online application at www.cityofhuntington.com. Click on “City Government,” and then “Employment Opportunities.” Applications/resumes will be received through the close of business on 10/4/2024.

PLANNING TECHNICIAN/PLANNER I

Job Category: Administrative
Department: Planning and Development
Division: Planning

Job Code No.: Planning/CDBG-12
Pay Grade: A13
FLSA Status: Nonexempt

NATURE OF WORK

This is a responsible administrative and technical position in the Department of Planning and Development.

This job requires minimal supervision and involves preparation of research data and reports related to City planning projects; however, in unusual or difficult situations, technical advice is available from the Planner and/or Director of Planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Researches, analyzes and reports on various projects and programs; involved with formulating, modifying and administering current and/or long-range comprehensive plans.

Reviews developmental plans and issues appropriate permits in accordance with appropriate laws and regulations.

Prepares departmental maps, statistical data, graphs, charts, brochures, flyers and any other necessary materials.

Provides the knowledge and ability to coordinate, develop and implement community development programs based on various accepted planning factors.

Coordinates annexation activities with various City and County departments.

Under the supervision of the Planner, provides administrative support to the Planning Commission and Board of Zoning Appeals; assists with preparation and maintenance of appropriate records for planning and zoning; and serves as liaison for the members of City Council, the Mayor, other City and County departments and state and federal agencies.

Responsible for compiling and updating data pertaining to the City's land use maps; may include use of Geographic Information System (GIS).

Responsible for the preparation of the Capital Improvement Plan.

Performs a variety of office administrative tasks in relieving a superior of important details.

Provides interaction with various consulting firms in the field of planning, architecture and engineering.

Conducts public contact work in interpreting and explaining planning regulations and resolving problems requiring initiative and tact which may involve difficult personal conflict situations.

Assists in planning research including statistical data, filing and retrieving data generated by planning activities and census and flood plain information.

Assists in the development and implementation of the Comprehensive Plan, land use and special studies and zoning and subdivision ordinance.

Assists in qualifying the National Objective for federally funded projects.

Assists in grant writing as requested.

Promotes courtesy and professionalism throughout the City of Huntington.

Other duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with a degree in planning and/or geography or a related field; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of computer software related to mapping and graphics.

Considerable knowledge of modern office practices, procedures, systems and equipment.

Knowledge of the municipal zoning ordinances and related laws, codes and ordinances.

Knowledge of departmental and City policies and procedures in planning concepts.

Ability to prepare competitive applications for federal, state and private funding sources.

Ability to implement and use the Geographic Information System (GIS).

Ability to establish and maintain effective working relationships with other employees, supervisors and the general public.

Ability to plan, organize and coordinate a variety of projects and activities.

Ability to exercise judgment and discretion in applying and interpreting city zoning ordinances and procedures.

Ability to handle confidential information and matters in a discreet and professional manner.

Ability to attend various workshops and training sessions as required.

Ability to attend public hearings and meetings after normal business hours.

Ability to establish and maintain records.

Ability to direct and perform technical research, and to study, analyze, prepare and present verbal and written reports resulting from such research.

Ability to coordinate departmental activities and programs with other municipal departments and public agencies.

Ability to communicate effectively, both verbally and in writing.

SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, printer, calculator, copy machine, fax machine, binding machine and camera.

PHYSICAL DEMANDS

The physical demands 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 regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear, and smell.

The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.