



## Job Description

### *Planning and Zoning Technician*

#### **Background**

<i>Reports to:</i>	Community Development Director	<i>Approved by:</i>	<i>City Manager Colburn</i>
<i>Supervise:</i>	None	<i>Printed Name:</i>	Martin A. Colburn
		<i>Date:</i>	July 19, 2024
		<i>Wage Scale:</i>	
		<i>Work Comp Code:</i>	8810-01 Clerical
<i>Category (mark one):</i>	Exempt	<b>Non-Exempt</b> (that is, can be paid overtime)	
<i>Union Affiliation (mark one):</i>	<b>None</b>		

#### **Function**

Performs a variety of routine and complex clerical, administrative and technical work for the Community Development Department.

To apply please send cover letter, resume, and five (5) professional references to [humanresources@city-chelsea.org](mailto:humanresources@city-chelsea.org) by **4:00 pm on Monday, August 18, 2024**.

Non-union, exempt position with a salary range of \$49,920 - \$59,654.40.

#### **Key Responsibilities and Duties**

- Assists with administration of the City's Zoning Ordinance and Master Plan.
- Serves as the reviewer for zoning compliance permits (other than sign permits).
- Serves as the primary point-of-contact for in person, phone, and e-mail inquiries regarding general planning and zoning issues. Performs initial intake on zoning compliance, road right-of-way permits, and site plan submittals to ensure applications are complete.
- Prepares public hearing notices and prepares and mails notices to property owners within 300 feet of a project going for public hearing.
- Keeps digital and hard copy planning files organized.

- Assists with preparation of City Planning Commission, Zoning Board of Appeals, and City Council agendas, agenda items, and packets.
- Assigns street address to new developments.
- Prepares maps, charts, and tables.
- Coordinates with Chelsea Police to investigate violations of planning regulations and ordinances.
- Attends Planning Commission and Zoning Board of Appeals (ZBA) meetings to take minutes and run Zoom software. Planning Commission meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 7:00 PM. ZBA meetings are held the third Wednesday of each month at 5:00 PM.
- Provides public presentations to Boards and Commissions as well as the public.
- Support development of surveys to community members.
- Support development of grant preparation.

### **Necessary Qualifications**

A qualified candidate will demonstrate the following qualifications and background, education and experience:

- A high school diploma, GED, or equivalent is required. Some college related to city and regional planning, urban planning, urban studies, architecture, community or economic development, public administration, or related field is preferred.
- Previous experience working in a municipal setting is preferred.
- Some knowledge of the local, state, and federal laws, ordinances, related legislation, and professional principles and procedures pertaining to community and economic development.
- Knowledge of computer programs and applications including Zoom, MS Word, MS Excel, MS PowerPoint, Adobe Acrobat, GIS (as an end user).
- Ability to operate personal computer, including word processing, spreadsheet, and database software; calculator; copy and fax machine; phone, plotter, scanner.
- Knowledge of building codes and general land use development, manual and computerized record-keeping systems is preferred.
- Ability to maintain confidentiality.
- Ability to establish effective working relationships with contractors, developers, architects, engineers, owners, co-workers, and the public.
- Ability to communicate effectively verbally and in writing.

### **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



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accommodation may be made to enable individuals with disabilities to perform essential functions.

Work is performed mostly in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand or sit; walk; talk or hear; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms.

The employee must 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

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

#### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job-related tests including pre-employment physical exam with drug screening may be required.

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 or contract between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.