



CITY OF CHANDLER
invites applications for the position of:

PLANNING TECHNICIAN

SALARY:	\$19.33 - \$26.08 Hourly
OPENING DATE:	10/01/18
CLOSING DATE:	10/14/18 11:59 PM

DESCRIPTION:

The City of Chandler Development Services Department is currently seeking qualified individuals to fill the position of **Planning Technician** for the Planning Division. The position is a full-time regular position working Monday thru Friday 8:00 am to 5:00 pm.

Classification Summary:

An employee in this class is responsible for providing technical, administrative, and customer service support to the Planning Division. This employee is responsible for providing customer service, researching and updating data in the permits database and Geographic Information System (GIS), and creating exhibits/maps. Research duties include land use, building and land occupancy, population and demographics analysis. An employee in this class may be assigned to related duties in the City's Development Services Department.

Essential Functions:

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Responds to inquiries and provides assistance to City staff and the public, by telephone, email and in person, regarding planning projects and current city codes and policies;
- Develops and prepares maps, graphics, exhibits, reports, databases and spreadsheets, brochures and pamphlets, and other information for use by planning staff, developers, the public, and City Planning and Zoning Commission, City Council, and other agencies;
- Updates and provides GIS generated mapping, land use, and graphical support;
- Performs research on land use, zoning, building and land use, population, demographics, density, and best municipal practices and policies;
- Updates the City's Planning Division webpage;
- Establishes, organizes, maintains filing system; scans and indexes records into electronic document management systems; performs records retention and destruction;
- Assists civil engineering and building plan review with processing/recording technical documents with other jurisdictions;

- Assists in the preparation of address mailing lists for planning applications;
- Assists with preparing, assembling and distributing copies of agenda packets;
- Participates in planning staff meetings and departmental and organizational goals and objectives;
- Coordinates with other departments that develop and maintain GIS information and applications;
- Performs all work consistent City policies, procedures, vision and values;
- Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.

Minimum Qualifications:

- High School Diploma or GED; and
- Three (3) years technical and customer service experience with permitting, private development, or GIS in a planning environment including considerable public contact; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Desired Qualifications:

- College coursework in planning, drafting, GIS, or related field;
- Previous experience using GIS software.

In order to evaluate the fitness of prospective employees, the City of Chandler fingerprints all applicants selected for hire. The examination process may vary if determined necessary.

This position is a regular full-time position and is subject to a six (6) month probationary period. A register of qualified candidates will be active for four (4) months should another position become available.

APPLY ONLINE AT: www.chandleraz.gov/jobs **BY:** Sunday, October 14, 2018 @ 11:59PM

The City of Chandler is committed to Equal Opportunity and Reasonable Accommodation.