

City of Dunedin, Florida
Class Description

JOB TITLE: Planning & Development Technician
Planning & Development Department

GENERAL STATEMENT OF JOB

Under supervision, performs routine technical and clerical work in the processing of building and building related permits and local business taxes and provides effective and courteous customer service as required. Performs related work as directed. Reports to the Assistant Director of Planning & Development.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.

Prepares computers for daily operation and performs system backup.

Greets and assists customers.

Answers the telephone; provides accurate information to callers and/or forwards calls to appropriate staff person.

Receives, processes, copies and files building, building related, local business taxes and other permit applications; enters all relevant information into computer; prints related reports.

Calculates, receives, records and receipts permit fees and local business taxes and fees. Prepares daily reports for the Finance Department.

Verifies valid licensure of contractors.

Prepares and issues certificates of occupancy.

Prepares periodic permit, inspection, plan review, local business taxes and other reports as required.

Receives and responds to inquiries from contractors, property owners, etc.,

Planning & Development Technician, Planning & Development Department

regarding permit and local business tax application procedures and status.

Processes department payroll.

Prepares purchasing documentation according to established procedures.

Maintains inventory of office supplies and equipment.

Pays invoices; processes purchasing card transactions; prepares purchase requisitions; and processes payments.

Ensures the proper and prompt maintenance of office equipment.

ADDITIONAL JOB FUNCTIONS

Performs other technical, administrative and clerical duties as required, including maintaining, updating and retrieving files, typing records and reports, maintaining supply inventory, etc.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with two years of technical, administrative and/or clerical experience.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a Certified Permit Technician certificate from the International Code Council preferred.

Certification from the Florida Association of Business Tax Officials (FABTO) as a Certified Business Tax Official (CBTO), Senior Business Tax Official (SBTO), or Master Business Tax Official (MBTO) preferred.

Must possess a valid Florida driver's license.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Planning & Development Technician. Has excellent clerical, bookkeeping, computer and interpersonal skills. Is skilled in applying a responsible attention to detail as necessary in preparing records, reports and correspondence. Is able to maintain confidentiality as required. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to exchange information for the purpose of obtaining information or clarifying details. Performs such within well-established policies, procedures and standards. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to offer assistance to fellow employees as necessary.

Equipment, Machinery, Tools and Materials Utilization: Has knowledge of and skill in the use of modern office practices and equipment. Requires the ability to use, operate and/or handle equipment such as a computer, copier, fax machine, telephone, etc. Is able to type accurately at a rate sufficient for the successful performance of assigned duties.

Verbal Aptitude: Requires the ability to use a variety of reference and descriptive data and information. Has knowledge of proper English usage, vocabulary, punctuation and spelling.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate decimals and percentages.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify

Planning & Development Technician, Planning & Development Department

methods and standards to meet variations in assigned objectives. Is able to read and interpret various materials pertaining to the responsibilities of the job. Has the ability to comprehend, interpret and apply regulations, procedures and related information.

Situational Reasoning: Requires the ability to exercise the judgment required in situations characterized by repetitive or short-cycle operations covered by set procedures or sequences. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Has the ability to plan, organize and prioritize daily assignments and work activities.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Director of Planning & Development

Date