

# City of Hardeeville South Carolina



**Class Title: Planning Technician**  
**Department: Planning and Development**  
**Reports to: Planning Manager**  
**Pay Grade: 12 Range: \$37,495 - \$56,242**

**A. Providing Clerical Assistance to City Clerk and Other Department Heads**

- Answering telephone calls and email requests
- Forwarding general requests to appropriate City Staff
- Performing other duties as assigned/delegated

**B. Staffing the Permit Center's Public Information Counter**

- Providing information regarding permit processing, policies, and procedures
- Guiding the public through the permit application process
- Using principles and practices of effective customer service to communicate with the public, development professionals and City Staff in person, over the telephone, and in writing

**C. Assisting Planning Staff in Reviewing Applications and Permits**

- Completing the initial processing of applications, including but not limited to the calculation of application fees, determination of application completeness, data input into the City's permitting system database, and routing electronic plans and documents to City departments
- Scheduling inspections, meetings and activities that relate to development applications
- Acquiring familiarity with and an understanding of the basic principles and practices of municipal land use planning

**D. Maintaining File Management System**

- Managing and maintaining existing paper and digital files related to department

**E. Assist Planning Staff with various Boards and Commissions**

- Post properties and assist with public notification
- Assemble meeting packets and assist with preparing staff presentations
- Prepare agendas and minutes
- Attend meetings as required
- Provide support for public meetings

**F. Drafting Reports**

- Generating reports for Staff and/or public consumption on a regular basis and by request

**G. Entering and Maintaining Proper Planning-Related Finances**

- Calculating fees and entering payments and project data into a computer database system

**H. Utilizing GIS Software**

- Finding and printing property information on Geographic Information Systems software
- Compiling data from GIS into useable spreadsheets

**I. Substituting for Building Permit Technician in the event of absence**

**J. Performing other duties as assigned**

In order to obtain optimal job performance, this position requires the following skills & experience:

**Work Experience**

- Previous experience in customer service, database entry, payment processing and file maintenance
- Ability to be flexible and prioritize tasks depending on specific needs for particular days and events
- Previous experience working for a local government or in the fields of planning, construction, real estate development or related field
- Working knowledge and experience with construction drawings, development terminology and related applications preferred

**Educational Requirements**

- Experience in lieu of Associates degree in Engineering, Construction or Administrative Support and/or completed coursework in similar disciplines
- SC Educational requirements for Planning & Zoning officials, Code Enforcement certification and permit technician training must be up completed within 1 year of hire date

**Computer Skills**

- Proficiency in Microsoft Office software (Word, Excel, Powerpoint)
- Proficiency in creating word processing documents, computer graphics, databases, spreadsheets, and maps
- Familiarity with the Geographic Information Systems software