

**Planning Technician**

**Planning Department**

**Hourly Range: \$18.37 - \$21.62**

**Deadline: 11:59 p.m. May 16, 2021**

Chesterfield County's Planning Department is seeking a Planning Technician. This is an entry level position supporting the Plans Review team of the department. Serves as primary backup to the Plans Review Gatekeeper managing the intake and routing of electronic submittals of plans to the county. Duties will include reviewing residential building permits and occupancy permits including architecture and landscaping within residential communities. Perform other work as required. **This position is a part of an approved Career Development Plan (CDP) and offers career progression opportunities and salary incentives, as funding permits, based on performance, qualifications, and experience.** Successful candidate will possess a high school diploma or GED; two years of experience in planning related work; or an equivalent combination of training and experience. Bachelor's degree in planning preferred. Exceptional customer service skills, with the ability to work effectively with a diverse range of customers in a fast-paced and highly technical environment. Strong written and verbal communication skills. Ability to establish and maintain effective working relationships. Ability to quickly and accurately research, analyze, interpret, and apply a wide range of data in problem-solving situations. Knowledge of planning and land use principles, and zoning laws and ordinances. Skill and experience in the use of personal computers, including geographic information systems (GIS), Microsoft Word and Excel. Ability to read and interpret land use plans, maps, charts, surveys, and site plans. Ability to perform fieldwork including inspections of construction sites. **Pre-employment drug testing, FBI criminal background check and education/degree verification required.** A Chesterfield County application is required and must be submitted online by deadline. Visit [chesterfield.gov/careers](http://chesterfield.gov/careers) to view instructions and to complete and submit an application. (804) 748-1551.

***An Equal Opportunity Employer Committed to Workforce Diversity***