



City of Colorado Springs

## Planning Technician II - Development Review Enterprise

<b>SALARY</b>	\$54,467.00 - \$65,386.56 Annually	<b>LOCATION</b>	Planning & Community Development - City of Colorado Springs, CO
<b>JOB TYPE</b>	Classified - Full Time	<b>JOB NUMBER</b>	16118
<b>DIVISION</b>	Planning	<b>DEPARTMENT</b>	Development Review Enterprise
<b>OPENING DATE</b>	03/25/2024	<b>CLOSING DATE</b>	4/8/2024 4:00 PM Mountain
<b>FLSA</b>	Non-Exempt		

### Description / Position Overview

#### Planning Technician II - Development Review Enterprise

This position serves as a pivotal role for entry-level planning tasks, encompassing customer service for the general public and local agencies, offering technical and administrative assistance to senior staff, and conducting comprehensive data research and analysis; performing technical tasks associated with the review of applications; and to perform a variety of duties relative to assigned areas of responsibility.



**Essential Job Functions** - the basic job duties an employee must be able to perform:

- Guide applicants through the process and offer zoning and planning assistance.
- Address zoning inquiries, guiding property owners and contractors on potential issues.
- Aid the public by researching and organizing data for effective planning assistance.
- Process diverse low-level permits and applications, including land use reviews and building permits.
- Conduct comprehensive research on land-use history utilizing various resources.
- Organize and contribute to project meetings, ensuring efficient follow-up.
- Assist staff in handling project applications during initial review stages.
- Support office administration and financial tasks.
- Monitor and process fees, ensuring smooth transactions.

**We are looking for candidates who demonstrate:**

## Knowledge of:

- Principles and practices of research and data analysis
- Pertinent federal, state, and local laws, codes, and regulations
- Modern office technology
- Microsoft Office Suite, Adobe

## Ability to:

- Interpret and apply City planning policies and procedures
- Communicate clearly and concisely, verbally and in writing
- Establish and maintain effective working relationships
- Use analytical judgment and decision-making abilities

## Successful candidates will have

- A high school diploma or GED
- Three years of full-time experience in customer service, planning, or related experience (Note: Planning is defined as public or private sector experience in the fields of urban, regional, land use, and/or comprehensive long-range planning )

One year of relevant work experience may be substituted for one year of required education (OR) one year of relevant academic coursework beyond the minimum requirement may be substituted for one year of required professional experience

Additional appropriate education may be substituted for the minimum experience requirements.

## Ideal candidates will also have

- Bachelor's degree from an accredited college or university with major coursework in urban and regional planning, geography, public administration, architecture, or a related field
- Experience using GIS Mapping Systems
- Experience reading blueprints
- Experience working in either the public or private sector in the fields of urban and regional planning, land use, or public administration

## Additional Information

**The City of Colorado Springs offers additional compensation depending on the position, area of assignment, and specific job assignments, including shift differential, pay differential, acting or lead, special assignment, hazard pay, longevity, cell phone allowance, uniform allowance, relocation, awards, standby, call out, compensatory time off, tuition, overtime, extra duty, incentive, holiday premium, proficiency, and vacation sell back.**

**NOTE: This job announcement is not intended to include a complete listing of all responsibilities, knowledge, skills, and abilities associated with the position.**

The City does not sponsor applicants for work visas. **If hired, you will be required to provide proof of your eligibility to work in the United States.**

Apply to Join Our Team

- Please visit [Colorado Springs Jobs](#) and click on ‘Apply for a City Career’ > ‘City Career Postings – Apply Now’ button to complete an online application. All job applicants will need to create a new login and online application (unless you already have a NEOGOV/governmentjobs.com user ID and password).
- Completing your application in full, including the entire work experience section, will assist Human Resources (HR) in the applicant screening process. Your application may not be considered if all of the information requested for each employer you list is not provided.
- Our NEOGOV application system does not allow you to edit your application after it has been submitted for a position. If you want to make changes, you may submit another application prior to the position’s closing date and time listed in the job posting. HR will review the last application you submit for a position.
- Applicants may redact information from their resumes, certifications, transcripts, or any other additional application materials that identify the applicant’s age, date of birth, or dates of attendance at or graduation from an educational institution.

The City's job classifications, including physical demands and descriptions, can be found on the [website](#).

You can view the status of your [application](#) here.

To be notified of future career opportunities, go to [coloradosprings.gov/jic](http://coloradosprings.gov/jic)

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**Equal Opportunity Employer**



*The City of Colorado Springs is committed to a culture that values our employees’ unique individual qualities and fosters an inclusive environment where people want to be.*



**Agency**

City of Colorado Springs

**Address**

30 South Nevada Avenue, Suite 301

Colorado Springs, Colorado, 80903

**Phone**

719-385-5171

**Website**

<http://www.coloradosprings.gov>

### \*QUESTION 1

**What is the highest level of education you have completed?**

- Less than high school
- High School diploma or GED
- Associate's Degree
- Bachelor's Degree
- Master's Degree or above

### \*QUESTION 2

**How many years of relevant experience do you possess?**

- Less than one year
- One or more years
- Two or more years
- Three or more years
- Four or more years
- Five or more years
- Six or more years
- Seven or more years
- Eight or more years
- Nine or more years
- Ten or more years

### QUESTION 3

**If yes, please explain your experience in detail, including your role and where you gained the experience. If no, please enter N/A.**

### \*QUESTION 4

**Do you have experience using GIS Mapping Systems?**

- Yes
- No

### \*QUESTION 5

**Do you have experience reading blueprints?**

- Yes
- No

### \*QUESTION 6

**Do you have experience working in either the public or private sector in the fields of urban and regional planning, land use, or public administration?**

- Yes
- No

**\*QUESTION 7**

**How would you best describe your customer service approach?**

\* Required Question