Planning Technician

ROBERT SMITH

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Objective

A talented and enthusiastic individual with background in land use planning and community development seeking an opportunity to get back to the work I love involving day-to-day hands on comprehensive planning, land use planning, historic preservation, and/or community development block grant administration.

Skills

Miicrosoft Office, As400, Customer Service, Excel, Powerpoint, Project Management, Publisher, Public Speaking.

Work Experience

Planning Technician

ABC Corporation - June 1971 – June 1991

- Highly motivated and driven person with experience in construction estimation.
- Interpreted specification and contracts.
- Thorough knowledged of construction materials testing in field and laboratory.
- Strong knowledged of the preparation of plans and specifications for public works construction.
- Processed pre-applications, applications, managing records, and distributing information to staff and the public.
- Monitored land use activities, including performing onsite inspections to ensure development plans meet the requirements of the ordinance, investigates and analyzes public and private development plans to ensure compliance with the City-County Growth Policy in accordance with community goals and objectives.
- Attended meetings, conferences and workshops as requested and authorized.

Planning Technician

Delta Corporation - 1966 – 1971

- Reviewed plats and site development plans for City Ordinance compliance Updated the zoning map to reflect the Citys current and projected growth .
- Provided customer service at the Planning Counter, telephone, and email inquiries.
- Presented staff reports for the Zoning Administrator and Planning Commission.
- Maintained and updated the records of submitted applications.
- Assisted the Code Enforcement Department with records of approved projects, signs, and business licenses.
- Reviewed Land development applications, including Cell Tower, Zoning Change, and Conditional Use Permit Advised and consulted on zoning issues, .
- Description of Duties Assisted with completion of soils and percolation testing for septic systems; assisted with subdivision layout and design; .

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Education

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