

# Lake Havasu City, Arizona

## Class Description



**Title:** Planning Technician  
**Department:** Development Services  
**Division:** Planning Administration  
**Grade:** CP8

**FLSA Status:** Non-Exempt  
**Job Code:** 21094  
**Updated:** 7/31/2025  
**Salary:** \$25.68-\$37.24

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### General Definition of Work

Performs intermediate semiskilled work performing basic level planning inspections and site postings, assisting customers regarding plan submittal requirements and processes, managing planning records, conducting zoning plan review, and related work as apparent or assigned. Work is performed under the limited supervision of the Planning Division Manager.

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### Essential Functions

*The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Provides coverage for the Development Services front counter.

Responds to e-mails and phone calls, answering customer questions concerning the City's Code and General Plan as well as plan submittal requirements and processes.

Conducts zoning plan review and verifies development code and condition compliance for residential and commercial permits as well as temporary use permits, business licenses, and zoning verifications.

Checks documents for validity, accuracy, and completeness of information; records, files, and distributes related paperwork.

Performs basic level planning inspections and site postings.

Manage planning records, fulfills public records requests, and assists with planning research as needed.

Performs other duties as assigned or required.

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### Minimum Qualifications

Associate's Degree in development or management related field and minimal experience in development or management, or equivalent combination of education and experience.

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### Special Qualifications

Valid Driver's License of the appropriate class.

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### Knowledge, Skills & Abilities

General knowledge of standard record keeping, records management, office practices, procedures, equipment and office support techniques; thorough knowledge of English, spelling, and arithmetic; general knowledge of departmental operations and services, thorough knowledge of principles of municipal land use, development ordinances, real estate development, zoning regulations, subdivisions, and other City policy and procedures.

Skill in the operation of personal computers, associated software packages. Microsoft Office and peripheral equipment; skill in excellent customer service; skill in data entry, reporting, reference, and/or retrieval tasks; skill in project and time management and relationship building.

Ability to deal with difficult customers and successfully resolve customer issues and concerns; ability to read and interpret construction files and plans; ability to interpret and explain City codes; ability to follow

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oral and written instructions; ability to conduct thorough inspections; ability to establish and maintain working relationships with associates, business owners, field personnel, other departments, supervisors, developers, property owners, and the general public.

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### **Working Conditions**

This work requires the regular exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires reaching with hands and arms and occasionally requires walking, stooping, kneeling, crouching or crawling, pushing or pulling and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work has occasional exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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