



JOB DESCRIPTION

PLANNING TECHNICIAN

DEFINITION

Under general supervision of the Planning Manager or other staff as assigned, this entry level position performs a variety of assignments in planning and building. Typical duties include working closely with the public on a regular basis to provide customer service on planning related policies and procedures, to receive and process various applications and permits for approval that are generally routine and administrative in nature, providing a variety of technical tasks to assist professional staff and may also provide administrative and clerical support services such as acting as recording secretary for a board or commission, taking notes, filing, posting notices, etc. as needed.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS: *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

EXAMPLES OF DUTIES: Provides general planning, code and building information to the public regarding the General Plan, Zoning, application requirements and procedures, current projects, etc. at reception counter, over the telephone and Internet.

- Provides basic property information and interprets zoning ordinances;
- Distributes and accepts Development Permit applications, explains application requirements to the public and performs preliminary review of applications for completeness;
- Reads and interprets blueprints, maps, planning regulations, etc. while assisting professional planners and/or responding to general inquiries;
- Accepts and processes minor planning applications such as Temporary Use Permits, Sign Permits, minor discretionary permits and other similar applications;
- Reviews building plans for compliance with planning regulations.
- Assists in setting up rooms for Planning Division meetings as assigned, compiles and distributes Agenda packages, and performs other related tasks as required;
- Prepares written reports and correspondence and maintains a variety of records and files;
- Updates and maintains statistical records, including, but not limited to land use and population trends, development activity, building permits and assessor maps;
- Presents minor applications to a commission or board from time-to-time;
- Assists in the scheduling of requests for field inspections;
- Provides office support and assists with collecting, duplicating, distributing, sorting and/or filing correspondence applications, documents and materials; prepares mailings as needed;
- Performs other related duties as assigned;

QUALIFICATIONS/GUIDELINES

Education and/or Experience

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of an associate's degree in planning, environmental studies, architecture, construction management, social sciences or related field.
- Two years of experience in planning, plans review, zoning administration, and/or building code issuance is



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desirable

- A bachelor's degree is preferred and may substitute for the two years of desired experience.

Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of municipal planning, CEQA procedures, Uniform Building Codes, general land use development and zoning regulations, permitting processes and manual/computerized record keeping systems;
- Ability to apply such knowledge in practical situations;
- Principles and practices of research and data collection, computer hardware and software programs, which may include Microsoft Office, Internet applications, GIS, Permits Plus and Metroscan;

Ability to:

- Use judgment in the application of departmental policies and procedures;
- Establish and maintain cooperative working relationships;
- Work independently or in a team environment as needed;
- Work on several projects or issues simultaneously;
- Communicate orally and written; and interpersonal skills to explain rules and procedures clearly to the public;
- Use correct English grammar, punctuation and spelling;
- Receive the public in person and over the telephone;

Special Requirements

Satisfactory driving record and possession of, or ability to obtain, an appropriate California Driver's License.

ESSENTIAL ELEMENTS

Aptitudes

Eye/hand coordination, hearing/listening and smelling.

Physical Demands

Limited stooping, sitting, limited kneeling, standing, walking, reaching, grasping, lifting (up to 50 pounds), manual/touching dexterity (hand and finger), carrying, clear seeing - general, close vision, color perception, clear speech - simple, driving vehicle, limited climbing, moving objects, hazards, and fatigue.

Mental Requirements

Complex reading and writing, memorization, perception/comprehension, analyzing, math skills, judgment, and decision making.

Stress Factors

High pressure in assisting the public, staff and elected officials.

Work Environment

Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact.

Equipment



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Computer, keyboard, telephone, calculator, photocopiers, facsimile machines, typewriters, computer printer, and maintenance tool equipment.

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