



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

PLANNING TECHNICIAN (Job Code #_____)

\$4,023 - \$4,905 Monthly

THE CITY OF CULVER CITY	
Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation and Community Services, and Transportation.	
HOW TO APPLY	
Filing deadline: 5:00 p.m., [DATE]	
A complete application, including copies of relevant degrees and/or certificates must be submitted for consideration. Please note: Individuals that submit incomplete application materials may not receive full consideration for the position.	
Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232.	
THE POSITION	
This is the entry-level position in the planning series. The Planning Technician performs general and technical works such as research, writing, drafting, and graphics in the preparation of urban planning, redevelopment, zoning, architectural, and environmental issues and reports; assists in field surveys, data collection and makes computations. Assists other staff members and works on special projects as assigned. Specific duties include: accepts applications for development; assures that applications are complete and is able to explain application requirements. Prepares basic staff reports; performs plan checking, inspections and certifications of completion. Checks plans for code conformance and keeps applicants informed; identifies steps they can take to expedite processing. Analyzes submittals for compliance with City planning and zoning regulations, redevelopment policies, and urban design principles. Responds to inquiries by telephone and at the public counter. Conducts field surveys for land use and related planning activities. Prepares sketches, land use and other maps, plot plans, charts, and related planning graphics, drafting and layout for reports. Checks and reviews business tax certificate applications and property reports to assure compliance with land use and zoning regulations. Provides interpretation of planning and zoning regulations to City staff. Maintains a current, thorough working knowledge of City codes, ordinances, and policies and State statutes relating to planning, redevelopment, land use development, environmental impact assessment, and zoning. Assists with the preparation for various commissions, boards, and other general public meetings. Performs other duties as assigned.	
MINIMUM REQUIREMENTS	
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: An Associate of Arts degree and six months experience planning or drafting, or a closely related field that provides a basic knowledge of planning principles, laws, and techniques.	
LICENSE AND CERTIFICATES	
Possession of a valid California Class C driver license may be required if assigned to drive.	
EXAMINATION PROCEDURES	
Applicants must receive a passing score on all examination components in order to be placed on the eligible list. Please note: There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.	
COMPONENT	WEIGHT
• Written Test: To measure knowledge of planning.	50%
• Appraisal Interview: To evaluate training, experience and personal qualifications.	50%

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.

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