

## PLANNING TECHNICIAN

### DEFINITION

Occupants of this classification are in the classified service. This is an entry level classification in the planning series. Under supervision, the positions assigned to this classification perform general and technical work such as research, writing, drafting, and graphics in the preparation of urban planning, redevelopment, zoning, architectural, and environmental issues and reports; assist in field surveys, data collection, and make computations.

### SUPERVISION RECEIVED AND EXERCISED

This position reports to a Current Planning Manager Senior Planner or designee the City Planner. Supervision may be provided by an Associate Planner.

### ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assists other planning staff members; works on special projects as assigned.
2. Accepts applications for development. Understands and is able to explain application requirements. Assures that applications are complete to minimize the need to request additional information.
3. Prepares basic staff reports for planning activities such as administrative variances, administrative use permits, sign programs, and similar applications; presents information to advisory commissions or boards.
4. Performs plan checking, inspections, and certifications of completion. Checks plans for code conformance and keeps development applicants adequately informed of their status in the plan checking process, and identifies steps they can take to expedite processing. Reviews development application and works with developers to reach agreements on acceptable development plans. Analyzes submittals for compliance with City planning and zoning regulations, redevelopment policies, and urban design principles.
5. Answers telephone and counter questions regarding various zoning and planning regulations and procedures in a professional, courteous and knowledgeable manner.
6. Conducts field surveys for land use and related planning activities; make field checks to verify or update information.
7. Prepares sketches, land use and other maps, plot plans, charts, and related planning graphics, drafting, and layout for reports. Considers the audience and area of display when preparing graphic material.
8. Maintains supply of application forms, ordinances, maps, and other materials for dissemination to the public.

9. Checks and reviews business tax certificate applications and property reports to assure compliance with land use and zoning regulations. Provides the applicant information on land use and zoning regulations in a complete and timely manner. Reviews maps and aerial photographs to determine that the site of the business and its use are consistent with the zoning ordinance.
10. Provides interpretation of planning and zoning regulations to Code Enforcement Officers, Building and Safety personnel, Engineering Division personnel and accurately interprets and applies the Municipal Code as it applies to their investigations.
11. 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, and is able to accurately interpret and apply them.
12. Makes on-site physical inspections for code violations and project approval compliance.
13. Assist with the preparation for various commissions, boards, and other general public meetings.

## MINIMUM KNOWLEDGE, SKILLS AND ABILITY

### **Knowledge of:**

- Principles of city planning and urban design planning.
- Principles of local government organization and administration.
- Sources of planning data and information.
- Basic research methods.
- Principles, practices, and terminology used in drafting, graphics and statistics.
- Computer software programs such as Microsoft Publisher and Excel, Adobe Photoshop, and Geographic Information Systems (GIS) and other computer applications to produce maps and exhibits.

### **Skill and Ability to:**

- Apply legal and technical regulations and information.
- Read and interpret planning documents, maps, and statistical data.
- Conduct field investigations and prepare basic reports.
- Enter and retrieve data regarding permit applications.
- Utilize various software packages.
- Learn and apply computer based programs for graphic, design, and research purposes.
- Interact in a friendly and professional manner with the public.
- Communicate effectively orally and in writing.
- Draft and plan graphics.
- Use computer applications.
- Perform word processing.
- Write research reports.
- Utilize the Internet and other electronic bulletin boards.
- Establish and maintain effective working relationships with fellow employees, the public, commissions, committees, and the City Council.

## LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license may be required if assigned to drive.

## TRAINING AND EXPERIENCE

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.

#### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 25 pounds and is an infrequent aspect of the job.
- Is subject to office environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening or weekend meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work at a video display terminal for prolonged periods.