

PLANNING TECHNICIAN I

Job Summary

Under the direction of the Planning Manager, performs a variety of planning technical duties in the preparation of plans, charts, graphs, maps and illustrations; assists the public at a counter regarding the procedures, requirements and information necessary prior to the issuance of construction permits. The Planning Technician I is the entry-level classification in the two-level job series. Incumbents perform routine and varied planning support duties. The Planning Technician II performs difficult and complex responsibilities which require substantial knowledge of City planning policies and procedures.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Performs a variety of planning technical duties in the preparation of various types of maps, plot plans and renderings using various types of identifying codes and planning and community development information; prepares charts, graphs, drawings and a variety of planning-related forms.
2. Assists the public over the phone and/or in person by providing technical information concerning procedures, requirements and information from the zoning ordinance.
3. Prepares exhibits for City Council and Planning Commission meetings.
4. Reviews plans to determine acceptability for approval or plan check submittal.
5. Maintains a variety of databases utilized to assess and monitor the review of projects.
6. Prepares zoning confirmation letters based on historical zoning related information of properties.
7. Conducts research on assigned planning projects.
8. Assists planning personnel on various planning assignments as required.
9. Performs related duties as required.

Qualification Guidelines

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience

Associate's degree with specialized course work in civil engineering, drafting or architectural drafting and two (2) years of full-time, paid subprofessional planning experience. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Planning and zoning maps and records.
- Terminology, methods, practices and techniques used in planning.
- Basic principles of linear perspective.
- Basic research methods.
- Customer service principles and practices.
- General record keeping practices.
- Applicable Federal, State and locals laws, codes, rules and regulations.
- City organization, operations, policies and objectives.

- Personal computer software and hardware.
- Office practices and procedures.

Skill and/or Ability to:

- Prepare reproducible maps, charts, graphs and sketches.
- Evaluate basic land use information in the field.
- Interpret and apply field notes and sketches in the performance of case reviews
- Interpret aerial photographs.
- Work from blueprints, shop drawings and sketches.
- Effectively communicate orally and in writing.
- Interpret, apply and explain codes, rules, regulations, policies and procedures.
- Establish and maintain effective working relationships with others.
- Maintain accurate records and prepare clear and concise reports.
- Operate computers and related software.
- Perform basic mathematical calculations.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- 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.
- Require standing for long periods.
- Perform work which is primarily sedentary.
- May be required to work at a computer terminal for prolonged periods.
- Is subject to inside environmental conditions.