



**SEPTEMBER 2014
FLSA: NON-EXEMPT**

PLANNING TECHNICIAN I/II

DEFINITION

Under general supervision, performs a variety of routine to complex administrative and technical support duties related to the field planning; provides information and assistance to developers and the public on planning related matters and in support of related services and activities of the Planning Department; explains ordinances, requirements, and City codes, and department procedures to building contractors, architects, engineers, builders, and the general public pertaining to design review, applications, permit requests, and concerns; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Planning Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Planning Technician I is the entry and first working level of this technical support series. Initially under close supervision, incumbents perform the more routine office administrative duties while learning planning concepts, terminology and City policies and procedures. As experience is gained, there is more diversity in assignments and greater independence of action within established guidelines. This class is alternately staffed with Planning Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating the proficiency required in order to meet the qualifications of the higher level class.

Planning Technician II is the experienced level of this series, fully competent to perform a variety of technical planning, public service and office administrative duties. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in unusual circumstances. This class is distinguished from Assistant Planner in that the latter is the first professional level planning class for the City, responsible for performing a broader range of work and making decisions in a more independent manner.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists the public at the front counter and on the phone, answering questions and providing information regarding zoning, development standards and approved development proposals; performs plan check functions for various projects, receives and reviews applications for planning permits for completeness; reviews applications for building permits for compliance with applicable zoning standards; investigates complaints and recommends corrective action as necessary to resolve complaints concerning the City's planning function.

- Reviews and signs off on plans submitted for building plan check and permits.
- Reviews routine commercial and residential development proposals, plans, and applications for issuance of zoning clearance and for compliance with appropriate codes, ordinances, standards, laws, rules, regulations, and policies.
- Provides assistance to the project coordinator or manager on basic current planning projects, which includes application and plan review, coordination with project applicants, preparation and posting of legal notices, background research, preparation of staff reports, monitoring of project implementation to verify substantial conformance with approved plans, conditions of approval, and mitigation measures; inspects project development sites.
- Participates in and coordinates aspects of regional programs and projects such as climate action, energy management, housing, waste management, and transportation.
- Researches, analyzes, and interprets social, economic, population and land use data and trends; prepares written reports on various planning matters and elements of the general plan.
- Collects, records, and summarizes statistical and demographic information; establishes and maintains a comprehensive database.
- Prepares initial studies and assists in preparing or reviewing negative declarations and environmental impact reports (EIR's).
- Performs administrative duties including typing, filing, copying documents, record keeping, receipt of cash payments, and processing refunds.
- Researches land use and development entitlements and prepares documentation letters for lending institutions, real estate brokers, or property owners.
- Prepares forms and provides graphic displays, photographs, or other exhibits as needed.
- Researches and compiles a variety of information from various sources and prepares periodic and special statistical and narrative reports, agenda items, basic staff reports and a variety of other technical documents.
- Attends Planning Commission and other committee and task force meetings on and off-site; provides information to meeting participants and communicates results to City staff.
- Creates and maintains files; enters data into an automated record system and organizes manual files; maintains records, logs and binders.
- Prepares agendas and copies and distributes agenda packets, including staff reports, minutes, maps and supporting documentation.
- Provides a variety of logistical support to the Planning Commission, including setting up and clearing the room after meetings.

QUALIFICATIONS

Knowledge of:

- Basic methods used in the collection, tabulation, review, analysis and distribution of applications, maps and other planning forms and documents.
- Basic principles and methods of preparing a variety of reports, maps, charts and other documentation related to the work.
- Basic terminology, symbols and graphic techniques used in the preparation of planning documents and maps.
- Computer applications related to the work, including permit tracking and GIS software.
- Standard office practices and procedures, including filing and the use of standard office equipment.

Ability to:

- Performing standard office administrative support in an independent manner.
- Reading, reviewing and analyzing architectural plans, maps, applications and supporting documentation.
- Reading, interpreting, applying and explaining rules, policies, codes and procedures.
- Making accurate arithmetic and statistical calculations.
- Preparing clear, concise and accurate reports, correspondence and other written materials.
- Organizing, researching and maintaining technical and administrative files.
- Entering data into a computer system and preparing written materials with sufficient speed and accuracy to perform the work.
- Using initiative and sound independent judgment within established procedural guidelines.
- Communicating effectively, in person and over the telephone.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Planning Technician I:

EITHER Equivalent to completion of two years of college in a technical field related to the work, OR equivalent to graduation from high school and three years of office administrative support work which has included significant public contact.

Planning Technician II:

In addition to the above, two years of technical planning support experience that has included plan review, report preparation and the provision of information to the public at a level equivalent to the City's class of Planning Technician I.

License and Certification:

- Possession of a valid California class C driver's license and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect City development sites, to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous

physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be able to attend meetings and other activities outside of normal working hours.