

PLANNING TECHNICIAN I/II

DEFINITION

Under general supervision, learns and provides a variety of public service and technical support to the City Planning function; provides office administrative assistance to departmental staff and the Planning Commission; and performs related work as assigned.

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 DUTIES (Illustrative Only)

- Learns to and answers questions, distributes forms and provides a variety of information regarding City planning and zoning codes, policies and procedures to property owners, citizens, architects, engineers, contractors and others in person and over the telephone.
- Learns to and participates in the design review process by reviewing plans and specifications for conformance with City codes; drives a motor vehicle to make on-site visits for exterior inspections of commercial and residential properties throughout the City.
- Learns to and examines Planning Commission applications for compliance with codes and procedures.
- Prepares standard correspondence, notices and affidavits using a word processor or typewriter, files and distributes approved plans.
- 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.
- Uses a variety of standard office equipment, including, but not limited to a computer, word processor, typewriter, telephone, Fax and copying machines.

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.

Skill in:

- Performing standard office administrative support in an independent manner.
- Reading, reviewing and analyzing 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

Must possess and maintain a valid California class C driver's license and have a satisfactory driving record.

Other Requirements:

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

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect residential and commercial sites, and to operate a motor vehicle; vision to read printed materials, plans, specifications and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.