

PLANNING TECHNICIAN

DEFINITION

To assist the general public in responding to planning, zoning, and other site development related questions concerning building and development in the City.

DISTINGUISHING CHARACTERISTICS

Provide a variety of technical support for professional planning staff and community development functions and operations. Incumbent is expected to operate, independent judgement exercised in making decisions in accordance with established rules and procedures, and the greater complexity of the assignments received.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a professional Planning position and other City Services staff. Functional or technical supervision may also be provided by a professional Planning position.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Assist the public on the telephone and public counter with zoning and planning information.
- Provide technical support to Planners in responding to land use permit applications
- Assist in setting up meetings, preparing hearing notices, and posting public notices.
- Post all current land use information and other information in map books, land use, and zoning maps and/or databases.
- Survey property information and general research to assist Planners in preparing detailed reports on land use requests.
- Prepare routine design review reports.

QUALIFICATIONS

Knowledge of:

- Basic zoning and planning practices.
- Methods of gathering and compiling data.
- Property descriptions and graphic displays.
- Methods used in analyzing and interpreting data on personal computers.
- Methods, instruments, and symbols used in mapping, property descriptions, and other graphic materials.

Ability to:

- Perform a variety of technical planning support work.
- Explain and interpret planning policies and regulations accurately and tactfully to the public.
- Analyze planning applications for compliance with procedural requirements.
- Communicate clearly and concisely, both orally and in writing.
- Understand and interpret site development plans.
- Analyze and interpret local governmental policy and code.

Experience and Education:

Completion of an Associate degree in geography, graphic design, business or related field, or one year of experience in technical/administrative planning, building, or public works.

SPECIAL QUALIFICATION

License or Certificate: Possession of, or ability to obtain, a California Driver's License.