



PLANNING TECHNICIAN I/II

Class specifications are intended to present a description of the range of duties performed by the classification. Specifications are not intended to reflect all duties performed. Classifications will perform other related duties as assigned.

Definition:

Under supervision, this position performs technical work involving the processing of permit applications, calculating fees, issuing permits, reviewing development plans for zoning compliance and completeness; coordinates and monitors various permits being processed; provides information to developers, contractors, homeowners, members of the public and private agencies at the counter and by telephone.

Classification Characteristics:

Planning Technician I – This is the entry level class in the Planning Technician series. This class is distinguished from the Planning Technician II by the performance of the more routine tasks and duties assigned to positions with the series. This position receives direct supervision from higher level staff. Employees in this class may have only limited or no direct work experience. Positions in this class are flexibly staffed and may advance to the Planning Technician II level when training and experience is sufficient to perform at the full journey level.

Planning Technician II – This is the full journey level class in the Planning Technician series. Employees in this class are distinguished from the Planning Technician I by the performance of the full range of duties assigned. This position receives general supervision. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Planning Technician I level, or when filled from the outside, have prior experience.

Essential Functions:

- Advise developers, contractors, homeowners, members of the public and other agencies at the counter and by telephone on matters pertaining to zoning codes, plan requirements, specific plan regulations, permit and plan checking procedures, and other information.
- Review and check project plans of minor commercial, industrial, and residential development for compliance with Municipal Code requirements and, as required, recommend options to comply with requirements.
- Process, review, and approve zoning clearances, plot plans, home occupation permits and business licenses.
- Research and analyze property records.
- Process and review for compliance with regulations various planning permits including sign permits, tree removal permits, temporary use permits, minor variances and Notice of Intentions for Certificates of Occupancy; recommend approval when compliant.
- Assist with the coordination and approval of commercial and residential landscape plans.

- Review and process Special Event applications; meet and coordinate with other City departments and relative outside agencies to ensure conditions of approval are met.
- Conduct site visits to review projects, verify plans, and finalize minor permits.
- Read and interpret building plans, site plans, building elevation plans and grading plans.
- Maintain record keeping and files on plans, permits, maps, and other materials and records.
- Review and process residential design review applications including the preparation of staff reports and presentations at Planning Commission meetings.

Planning Technician I Qualifications:

Knowledge of:

- Principles and practices of urban planning.
- Modern office procedures, methods, and computer equipment.
- Mathematical principles.

Ability to:

- Learn procedures of building permit issuance.
- Learn principles of building and zoning codes.
- Learn to read and interpret building, site, grading and landscape plans.
- Learn Federal, State and local laws, codes and regulations regarding planning.
- Maintain accurate records and files.
- Operate a computer terminal and other office equipment.
- Work independently in the absence of supervision.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

One year experience in urban planning and working with the public.

Training:

Equivalent to completion of the twelfth grade supplemented by coursework in urban planning, environmental planning, geography, landscape architecture, or a related field.

License or Certificate:

Possession of a California Class C Driver's License with an acceptable driving record.

Planning Technician II Qualifications:

Knowledge of:

- Procedures of building permit issuance.
- Knowledge of building and zoning codes.
- Principles and practices of urban planning.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office procedures, methods, and computer equipment.
- Mathematical principles.

Ability to:

- Analyze, organize and compile technical and statistic information, and prepare routine reports.
- Ability to read and interpret building, site, grading and landscape plans.
- Work independently in the absence of supervision.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including City staff and the public.
- Maintain physical condition, audio-visual discrimination and perception, and mental capacity appropriate to the working conditions and the performance of assigned duties and responsibilities.

Experience and Training: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Two years of increasingly responsible experience in urban planning which included reviewing and plan check of minor projects, research of property records, issuing permits and experience with interpretation and application of rules and regulations.

Training:

Equivalent to completion of the twelfth grade supplemented by coursework in urban planning, environmental planning, geography, landscape architecture, or a related field.

License or Certificate:

Possession of a California Class C Driver's License with an acceptable driving record.

Working Conditions:

Work in an office environment including sustained posture in a seated position for prolonged periods of time; standing, walking, kneeling squatting, and stooping. Subject to frequent interruptions and contact in person and on the telephone. Position requires grasping objects, repetitive hand movement and fine coordination including use of a computer keyboard. Lift, drag and push files, paper and documents weighing up to 25 pounds. Speaking and acute hearing is required when providing phone and in-person service. Near and far vision is required for reading written reports, work related documents and for completing site visits. Drive motorized vehicles.