

## **PLANNING TECHNICIAN**

### **Definition:**

Under general or direct supervision performs a variety of responsible technical, office and on-site paraprofessional tasks in support of planning functions; provides information to the public and explains requirements/regulations; examines routine construction plans, prepares reports and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Provides planning/building-related customer service to a variety of individuals at a public counter.

Responds to a variety of inquiries in person, via telephone and in writing as appropriate.

Examines routine construction plans to determine compliance with applicable regulations.

Performs on-site, limited-scope project inspections and prepares notices regarding violations.

Conducts field studies, research and surveys; collects, compiles and analyzes data and prepares reports.

Performs arithmetic calculations related to the area assigned.

Prepares charts, graphs and exhibits and updates maps.

Inputs data and maintains manual and computerized records and files.

Assists in the production and distribution of materials for various boards, commissions and other groups.

Uses a camera to perform on-site photo documentation and basic hand tools including a hammer and screwdriver.

Operates a personal computer and uses applicable software.

Lifts and moves boxes of records and related items weighing 30 pounds or less.

May assist in the preparation of agendas, prepare staff reports and attend and assist at a variety of meetings.

Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

**Class Characteristics:**

Planning Technician is a single incumbent, entry level, paraprofessional class in the Development Services Department with duties related to a wide variety of support tasks for professional planning staff.

**Contacts and Relationships:**

The Planning Technician establishes and maintains contact with staff in the Development Services Department, has continuing interaction with the public in an open counter environment and has additional contact with other City staff, developers, landowners and contractors. Contact with the Planning Commission may occur during the course of some work assignments.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Basic principles and practices of urban planning and land use.

Basic building construction terminology.

Basic arithmetic/statistical mathematics and its application to planning work.

English usage, spelling, grammar and punctuation.

Computer applications related to area assigned.

Customer service and telephone techniques.

Techniques of research and analysis.

**AND**

**Ability to:**

Read and interpret maps, construction blueprints, plans and specifications.

Prepare maps, sketches, charts, graphs and other material for display.

Learn and apply applicable rules and regulations.

Communicate effectively orally and in writing.

Meet the public with courtesy and tact.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Graduation from high school and completion of two years of college towards an Associates or Bachelors Degree from an accredited college or university in Planning or a related field.

**AND**

**Experience:**

One year of office or field work experience in a municipal planning or building department or a related area.

**Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule to accommodate City needs.

**Other:**

Completion of or current participation in a planning-related student internship program is desirable.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed primarily at a public/front counter with additional work performed in an office environment and on-site in the field. Duties require sitting and/or standing for prolonged periods of time and using a computer, keyboard and related equipment. The incumbent deals face-to-face with the public in situations which can be stressful, walks, kneels, crouches and twists, climbs ladders to access records and reaches, bends, grasps and moves boxes of files and other items weighing 30 pounds or less. When work is performed in the field the incumbent may be exposed to the elements, walk on slippery/uneven slopes and surfaces and be exposed to construction noise, fumes,

solvents, chemicals, dust and soil. The incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non-exempt.

Re-established July 2005