



**October 2012**  
**FLSA: NON-EXEMPT**

## **PLANNING TECHNICIAN I**

### **DEFINITION**

Under direct supervision, performs a variety of technical and administrative support work in support of the City's planning, building, engineering, transit, waste management, and code enforcement functions; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Public Works Director/City Engineer. May receive technical and functional direction from a Planner II on assigned planning projects. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This is the entry-level class in the Planning Technician series. Initially under close supervision, incumbents with basic technical planning experience perform work such as assisting in the administration of land use and annexation processes and procedures, generating and reviewing a variety of legal documents, and performing various research and special projects. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right 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.*

- Researches, analyzes, and interprets City zoning code; processes lot line adjustments, lot merges, and conditional use permits.
- Provides customer service to the public in person, over the phone, and through written correspondence on a variety of City issues including zoning, building permits, waste management and recycling.
- Assists in preparation of staff reports to the City Council pertaining to the City's planning, building, engineering, transit, waste management, and code enforcement functions, as needed; prepares Building Permits issued report on a monthly basis for the City Council; reports on Community Block Development Grant (CDBG); reports on waste management and recycling programs.

- Responds to complaints from the public regarding the City's zoning, municipal codes, and ordinances.
- Assists in review of plans and applications for City encroachment permits; explains permit processing and fees to the public, contractors, architects.
- Collects fees for a variety of applications, registrations, licenses, and issue receipts for fees collected.
- Assists in preparation and assembly of Planning Commission agenda packets; attends meetings, takes minutes, conducts various surveys and studies.
- Assists in providing waste management/recycle information to the City's consultant(s); ensures compliance with State mandates, Calrecycle AB939 requirements; collects and compiles data from various sources to produce the Electronic Annual Report (EAR) for Calrecycle; provides technical assistance and information to commercial owners, and implements the City's commercial AB341 recycling programs; develops outreach events and materials including flyers, newsletters, updates the City's website content with recycling program information.
- Assists Public Works Director/City Engineer with contract maintenance including tree trimming contracts and pond sludge removal contracts.
- Assists with the administration of the CDBG.
- Participates in data gathering and report writing regarding these grant programs; acts as liaison and discusses/presents issues related to these programs to other City departments, developers, community based development organizations, contractors, subcontractors, and all other interested parties.
- Assists the Transit Coordinator with purchase orders and performs related administrative tasks as needed.
- Attends and participates in professional group meetings; represents the City at various meetings and professional organizations; stays abreast of new trends and innovations in the fields of planning, building, engineering, transit, waste management, and code enforcement.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic site planning and architectural design principles.
- Basic concepts of architecture, planning, and engineering as they relate to assigned projects.
- Applicable Federal, State, and local laws, codes, and requirements and related reports.
- Researching and reporting methods, techniques, and procedures.
- Principals of grant compliance and reporting.
- Recent developments, current literature, and sources of information related to planning, building, engineering, transit, waste management, and code enforcement.
- State waste management recycling mandates.
- Principles of advanced mathematics and their application to planning work.
- Methods and techniques of effective technical report preparation and presentation.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including the GIS software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

### **Ability to:**

- Interpret City programs to other City staff and consultants; identify and respond to issues and concerns of the public.
- Read plans and specifications and make site visits.

- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Read, interpret, apply, and explain technical written material and complex Federal, State, and local policies, procedures, laws, regulations, ordinances, and City planning policies and procedures.
- Read and understand technical drawings and specifications.
- Perform mathematical and planning computations with precision.
- Prepare and present clear, concise, and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound decisions within established policy and procedural guidelines.
- Organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, supplemented by coursework in planning, public administration, or related field. Three (3) years of responsible administrative support experience.

**Licenses and Certifications:**

Valid California class C driver's license with 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, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; 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 partially a sedentary office and partially a field classification and standing in and walking between work areas and development sites is 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. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 25 pounds.

**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, or road hazards. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.