

PLANNING TECHNICIAN

DEFINITION

Under supervision, performs a variety of routine technical tasks in support of professional planning activity, performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the technical level with the planning series which may provide entry into the professional level and may serve as a bridge from other occupational groups.

REPRESENTATIVE DUTIES

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those which are **least** likely to be essential functions for any single position in this class.*

1. Maintains case files on current applications; receives and reviews applications for building permits, zone changes and other such actions; determines conformity to department policy; posts notices to hearings; answers telephone and receives public; communicates procedural information to the public and other department representatives; files maps, correspondence, and planning records.
2. Participates in staff support role in planning studies and presentations; researches and compiles data for reports and analyses by others; conducts file searches; prepares numerical/statistical reports.
3. Drafts and updates and finished planning maps, drawings and plans which relate to a variety of planning assignments and projects such as zoning, housing rehabilitation/economic development, and land use; prepares graphics and visual presentations/displays for various presentation needs. ‘
4. Provides temporary and vacation relief in similar occupational fields as necessary.

EMPLOYMENT STANDARDS

Education and/or Experience

Three years of related clerical experience or college coursework in urban planning or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Arithmetic; data collection, tabulation and presentation techniques; drafting, lettering and graphic visual presentation and display techniques.

Skill in:

Use of word processor, drafting and lettering equipment.

Ability to:

Read and understand ordinances and regulations relating to planning; convey ideas clearly and concisely in staff reports; compute percentages; perform routine drafting; tracing, and lettering; understand simple planning concepts; use word processing, drafting and letter equipment; prepare effective graphic/visual displays; communicate effectively, both verbally and in writing; understand and follow verbal and written instructions. Establish and maintain cooperative working relationships.

Special Requirements

Possession of, or ability to obtain and maintain a valid California Drivers' License.

Physical Demands

Sitting, standing, walking, some stooping, and bending. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects up to 25 lbs., such as files, stacks of paper and other reference materials. Moving from place to place within the office; some reaching for items below and above desk level. Strength, dexterity, coordination and vision to use a keyboard and computer.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors or noise. Computer is used on a daily basis.

Date Adopted: August 6, 1996