



PLANNING TECHNICIAN

Department:	Community Development	FLSA Status:	Non-Exempt
-------------	------------------------------	--------------	-------------------

GENERAL PURPOSE: Under direct supervision performs various administrative, technical, and paraprofessional level duties to assist professional staff in the Community Development Department. Must be knowledgeable about various basic planning, basic building concepts, permit issuance and fees, records management, and research. The Planning Technician will be trained in applicable computer software programs and will serve as the initial contact between the Department and the public, developers, builders, contractors, architects, and engineers; review permit applications, plans and supporting documents for completeness, calculate fees, and provide program information and assistance in person and over the telephone; and to perform general office duties in support of assigned functions.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Respond to requests, inquiries, and complaints in person, via email, and over the telephone from the public, developers, builders, contractors, architects, and engineers; explain and provide information regarding City Zoning codes, other regulations, processes, and permit status; screen and route calls to appropriate City personnel.
- Maintain calendars for the Department, and coordinates the scheduling of meetings with other City departments and outside agencies.
- Maintain and organize department files, records, logs, manuals, and other related documents.
- Review permit applications, plans, and supporting documents for completeness, and compliance with City requirements.
- Prepare project notices and initial environmental documents for distribution to various agencies, and track responses.
- Assist in preparation of department reports related to planning projects, land divisions, code compliance, City ordinances, policies, and other planning related matters.
- Assist in the preparation of Planning Commission agendas, summary meeting minutes, record keeping, and provide support for other department meetings as assigned.
- Collect payments and issue receipts for a variety of department related permits, documents, programs, services, and maintain accurate organized files and records.
- Assist in preparation and maintenance of department service contracts, and related communication with contractors and property owners.
- Maintain familiarity with building codes, municipal ordinances, and procedural changes.
- Operate a variety of office equipment including copiers, printers, computers, and related software programs that support department operations.
- Maintain office supplies for Community Development Department.

- Performs duties in support of the Building Division, and other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND two (2) years of increasingly responsible administrative or technical experience. Specialized clerical experience involving a high level of public contact, or college level coursework in business administration or other professional office related field is highly desirable.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.

Required Knowledge of:

- General understanding of Department services and activities that serve the community.
- Modern office equipment and use of computers, word processing, email, and calendars.
- Principles and procedures of organized record keeping and filing.
- Customer service techniques, practices, and principles.
- Basic mathematical principles.
- Methods and techniques of research and analysis.

Required Skill in:

- Communication; clearly and concisely, both orally and in writing.
- Planning, organizing, and prioritizing work to meet changing priorities and deadlines.
- Preparing and maintaining accurate records and documentation.
- Self-initiative for learning City regulations.
- Establishing and maintaining cooperative working relationships with other staff, outside agencies, contractors, property owners, and the public.

Physical Demands / Work Environment:

- Work is performed primarily in a standard office environment, may involve occasional use of City vehicle and field visits.
- Subject to sitting, standing, walking, bending, and lifting of objects up to 20 pounds.