PLANNING TECHNICIAN

DEFINITION
Under supervision of the Senior Planner and/or designee provides planning, zoning and development information to the public.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

ESSENTIAL JOB TASKS
- Provides planning, zoning and development information to the public;
- Performs, public guidance and phone assistance,
- Issues over-the-counter permits
- processes entitlement applications;
- Assists in the gathering of data graphic, oral and/or written reports
- Locates existing plans for review by applicants and retrieves miscellaneous planning information for review and analysis.
- Responds to planning questions or refer citizens, property owners, contractors, architects and engineers to appropriate staff to planning questions
- Reviews for completeness, process and file plans after issuance

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of municipal planning, zoning and environmental documentation methods and techniques, quality customer service methods and techniques;
- Skilled in working within deadlines to complete projects and assignments, using graphic instructions such as blueprints, layouts, base maps, or other visual aids
- Ability to effectively communicate verbally and in writing in English with all levels of staff and public

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require standing, walking and bending. Incumbents may be exposed to repetitive motion and extensive use of a computer monitor

MINIMUM QUALIFICATIONS
Two (2) years of recent work experience providing technical information to the public, preferably in a municipal building/planning department. Must possess at the time of application and maintain a valid California Driver's License.