

## PLANNING TECHNICIAN I/II

### DEFINITION

Under direct and general supervision, designs and drafts maps and graphs; reviews site and grading plans; performs certain routine professional planning and zoning work; provides zoning and land use information to the public; explains City and department procedures for filing and processing applications; performs general clerical duties in support of the Planning Division; and performs related work as required.

### SUPERVISION RECEIVED AND EXERCISED

Direct or general supervision is given by the Assistant Community Services Director. General direction is given by the Community Services Director. No direct supervision of staff is exercised. The higher-level class in the series may provide training and technical direction to the lower-level class.

### CLASS CHARACTERISTICS

Planning Technician I is the entry-level class in the planning support series. Initially under close supervision, incumbents learn to design and draft maps and graphics and perform other paraprofessional and more routine duties relating to planning and zoning. As knowledge and experience are gained, the work becomes broader in scope, assignments are more varied and are performed under more general supervision. This class is alternately staffed with Planning Technician II and incumbents may advance to the higher-level class after gaining the knowledge, skills and experience that meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Planning Technician II is the journey-level class in the planning support series. Incumbents with well-developed skills independently perform the full range of paraprofessional duties and entry-level professional duties relating to planning, zoning and mapping. Responsibilities require some independent judgment as well as a knowledge of departmental activities. The work also has technical aspects, requiring the interpretation and application of policies, procedures and regulations and involves frequent contact with the public. This class is distinguished from other office administrative classes in that the nature, scope and diversity of responsibilities require a detailed knowledge of the building permitting and inspection processes.

### EXAMPLES OF DUTIES (Illustrative only)

- Provides information regarding zoning, subdivision regulations and the General Plan to homeowners, developers and contractors in person and over the telephone; answers inquiries regarding the filing and the status of submitted zoning applications; accepts zoning permit applications and collects fees.
- Designs, assembles and drafts display maps, report-size maps, figures and tables and other similar graphics; uses a range of graphic tools and materials to produce both working drafts and high-quality finished graphics; modifies/corrects copies for blueprinting; is responsible

for coordinating the reproduction and printing of maps, graphics, and reports with printing vendors.

- Corrects/modifies intermediate scale neighborhood map illustrating land use and zoning; adds notations of zoning and other land use limitations to the official Zoning Map.
- Prepares and modifies planning presentation maps and original transparencies and official exhibits; draws with pencil and ink to prepare maps; redrafts reproducible exhibits; makes blueprint and photocopy reproductions.
- Organizes and assembles documents; files and catalogues maps, photos, and other planning exhibits and documents; rotates and transfers files and plans to storage.
- Contacts other agencies to obtain land use, zoning, general plan, environmental, public services and other data and updates Planning Division databases as needed.
- Researches and writes the less complex sections of planning studies and related reports for review/modification by higher level planning staff; writes staff reports for the Architect Landscape Committee.
- Determine acreage of sites; tabulates and consolidates information on minor projects.
- Using a personal computer, tabulates building permit, land use, parcel and other similar data.
- Using field and other data, maps land use, zoning, general plan, environmental and other geographic units; uses a scale or computer spreadsheet calculator to measure this information.
- Reviews and processes minor applications.
- Prepares a variety of written correspondence, reports and other written materials.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Applicable laws, regulations and codes relating to urban planning sufficient to answer questions and provide information to the public.
- Various zoning and planning procedures and requirements.
- Graphic materials and photography.
- Architectural or engineering drafting skills.
- Cartography and freehand drawing.
- Printing and reproduction processes.
- Standard office support practices and procedures, including the use of standard office equipment.
- Computer applications related to the work, including Microsoft Office, Project, various Adobe software, and computer-aided design software such as ArcView 9.0 and Geographic Information Systems.
- Records management principles and practices.
- Business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

### **Skill in:**

- Reading and interpreting plans, specifications, related construction documents and maps.
- Calculating fees for zoning permit applications.
- Performing detailed, technical and specialized planning and zoning support work.
- Responding to and effectively prioritizing multiple phone calls, walk-up traffic and other requests/interruptions.
- Interpreting, applying and explaining policies and procedures.

- Composing correspondence and reports independently or from brief instructions.
- Making accurate arithmetic, financial and statistical computations.
- Establishing, maintaining and researching files.
- Using English effectively to communicate in person, over the telephone and in writing.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical time deadlines.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Providing exceptional customer service to coworkers, internal customers and the public.

**Education and Experience:**

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

Planning Technician I: Equivalent to graduation from high school and two years of experience in graphics, research, architectural or engineering drafting, or cartographics, including experience with Geographic Information Systems. Public contact and customer service experience is highly desirable.

Planning Technician II: In addition to the above, one year of experience in graphics, research, architectural or engineering drafting, or cartographics, including GIS, public contact and customer service experience OR one year of experience equivalent to the Planning Technician I. College-level coursework in urban planning, architecture, engineering or a related field is highly desirable.

**License:**

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.