

PLANNING TECHNICIAN

DEFINITION

Under supervision, to perform paraprofessional office and field work involving planning, zoning, and land use matters, and to assist professional planners with technical and administrative research related to City planning activities. Serves as Disaster Service Worker. FLSA Status: Non-exempt.

DISTINGUISHING CHARACTERISTICS

This is an entry-level position in the professional planning class series. Incumbents are expected to assist the general public regarding planning and zoning information and research, collect, and analyze necessary planning documents.

REPORTS TO

Assistant City Manager/Community Development Director or as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

ESSENTIAL FUNCTIONS

Assists professional planning staff with technical and administrative work related to municipal codes, ordinances, and regulations; interprets City codes related to planning, zoning, land use, and environmental matters; reviews planning entitlement applications, building permits, other permit requests, and requests for business licenses in compliance with zoning codes and other ordinances; conducts basic studies and prepares routine reports related to planning, zoning, and land use activities; prepares basic maps, charts, and graphs for visual presentations related to planning activities and operations; compiles and catalogs information, data, and documents relevant to environmental and natural resources for use in planning activities; acts as basic information source to the public regarding zoning, planning, land use, subdivision, business licenses, use permits, variances, and other related planning matters; reviews building plot plans and architectural elevations for consistency and other permit requests; consults with and makes recommendations to professional planners regarding planning, zoning, and land use activities; and performs work as requested. May be required to attend night and weekend meetings.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and

vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally work outside; frequent contact with other staff and the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- Principles, practices, and techniques used in City planning.
- Codes, ordinances, and regulations related to City planning.
- Basic principles, practices, and techniques used in drafting, graphics, mapping, and GIS.

Ability to:

- Interpret and apply basic policies, rules, laws, and regulations related to planning.
- Prepare clear and accurate routine reports.
- Prepare clear and effective charts, maps, and graphic displays.
- Effectively communicate verbally with at least a clear potential to develop effective writing skills.
- Establish and maintain effective working relationships with staff, contractors, developers, and the general public.

Training and Experience:

- Completion of an Associate's degree in planning, geography, graphic design, business, or a related field, or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS

- None.

Education:

- Graduation from an accredited community or junior college with an AA degree in planning, geography, graphic design, or a closely related field.

License:

- Possession of a valid California driver's license.

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