

PLANNING TECHNICIAN

DEFINITION

Under supervision, performs paraprofessional office and field work involving planning, zoning, and land use matters and assists professional planners with technical and administrative research related to City planning activities. Serves as Disaster Service Worker. FSLA Status: Non-exempt. Bargaining Group: Miscellaneous Unit.

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

Community Development Director, or as assigned.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to:

- Reliable and dependable attendance and punctuality.
- 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.
- Gathers data and information as requested.
- 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.
- Perform related duties as assigned.
- May be required to attend night and weekend meetings.

Knowledge of:

- Correct English usage, spelling, grammar, and punctuation.
- 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 Geographic Information Systems (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 general public.

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 works outside; frequent contact with other staff and the public.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of appointment.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California driver's license.

DESIRABLE QUALIFICATIONS

- Graduation from an accredited community or junior college with an associate's degree in planning, geography, graphic design, or a closely related field.
- Experience reviewing planning projects or permit applications and plans.

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Rev. 07-11-25