

PLANNING TECHNICIAN

DEFINITION

Under general supervision, to perform technical planning support work; to draft maps and prepare charts, graphs, and sketches; to process routine planning applications; to perform field inspections and gather data; to provide public information; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions which provide a variety of technical support for professional planning staff and the functions and operations of the Planning Division in the Land Use Agency.

REPORTS TO

Chief Planner.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF DUTIES

Drafts a variety of planning maps and keeps map books current; makes boundary line adjustments on maps; prepares a variety of charts and graphs to provide illustrations for planning studies and reports; provides code enforcement support for the Planning Division, making field investigations and gathering data as necessary; inputs zoning and general plan data into a computer; processes routine planning applications, providing advice and assistance to applicants; prepares landowner notifications for the Planning Commission and LAFCO; provides a variety of support and assistance with the preparation of planning studies and reports; answers public inquiries regarding planning issues, permit procedures, and zoning.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination to prepare drawings, maps, charts, and illustrations; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of land use planning issues.
- Drafting methods, procedures, and equipment.
- Personal computers and software applicable to planning support work, including computer aided drafting.
- Permit application procedures and review processes.
- Graphic illustration and presentation.

Ability to:

- Skillfully draft maps.
- Prepare a variety of charts and graphic illustrations.
- Review permit applications for completeness and conformity with requirements.
- Collect, compile, and analyze field data and information.
- Assist with the preparation of planning and zoning reports.
- Read and understand planning and zoning laws and ordinances.
- Operate a personal computer and use appropriate software in the performance of technical planning support work.
- Maintain a variety of records and files.
- Effectively represent the Planning Division and the Land Use Agency in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of responsible experience in drafting and technical planning assistance work.

Special Requirements: Possession of a valid and current California Driver's License issued by the Department of Motor Vehicles.