

CITY OF HEMET

PLANNING TECHNICIAN

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, provides para-professional planning support to the City staff and the public; assists the public with planning, zoning, land use, permit use, and development questions; prepares staff reports; guides developers through the approval process; provides technical assistance to higher level staff; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Planning Technician** is the full working level position in which incumbents are expected to independently perform the full scope of assigned duties. This class is distinguished from the next higher class of Assistant Planner in that the latter is responsible for performing professional level duties and has more project oversight responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Principal Planner. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Assists the public with planning, zoning, land use, permit use, and development questions; prepares staff reports; and guides developers through their approval process.
- Provides customer service by responding to public and agency inquiries by phone and at the counter; provides information regarding zoning and land use issues, application procedures and Planning Commission and City Council actions that relate to planning activities.
- Reviews a variety of planning applications for completeness, including annexations, rezonings, use permits, variances and related actions; explains how to correct deficiencies in original applications and the process for reapplication; reviews administrative applications and makes recommendations; processes minor plot plans for residential patios, porches, pools, room additions, carports, garages, signs, home occupations, and temporary use; performs compliance checks with ordinance and policy requirements for approval; issues various permits.
- Reviews projects for compliance with CEQA; complies and prepares environmental documentation for processing and recording with proper county, state or federal agencies; approves temporary signs, use permits and home occupation permits.

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- Receives and processes new project submittals; routes projects to the appropriate planner, which includes assigning all projects numbers, collecting fees and scheduling the project for a staff review meeting; handles some of the more simple projects rather than routing them to planners.
- Researches old files, ordinances and maps; performs General Plan map updates and zone map updates; performs field inspections on landscaping, parking, elevations, trees, signage, and for surrounding area compatibility with new projects.
- Maintains department records, files and other reference materials; presents and illustrates projects for Planning Commission and City Council meetings; attends staff review meetings; prepares staff reports, resolutions, public hearing notices, ordinances for conditional use permits, tentative maps, and zoning changes.
- Participates in the review, development, revision and maintenance of general plan elements and zoning compliance; establishes conditions for projects.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Planning Technician**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in providing technical support involving planning, zoning and/or environmental issues, and a high school diploma or equivalent. An associate's degree in a related field is highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Local zoning practices; methods of gathering and compiling data; property descriptions and graphic displays; practices and principles of accounting; procedures and policies for processing City applications; methods used in analyzing and interpreting data and building plans; methods, instruments and symbols used in mapping, property descriptions and other graphic materials; basic principles of mathematics; applicable federal, state and local laws, codes and regulations, including CEQA and other land use laws; techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Explain and interpret planning policies and regulations accurately and tactfully to the public; understand and interpret legal property descriptions, topographic drawings and maps and field notes; speak in a public setting; analyze planning applications for compliance with procedural requirements; understand and interpret site development plans; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.