

**City of San Rafael
Job Class Specification**

Job Title: Planning Technician

SUMMARY

Under general supervision, to perform a variety of para-professional to professional technical planning assignments in current and/or advanced planning.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level class within the professional planning job classification series. Work is performed independently within established policies and procedures. Work is reviewed, in progress and on completion, for conformity with standards, quality, and accuracy of work performed.

SUPERVISION EXERCISED:

This job class does not have any supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides information to the public regarding the General Plan, zoning, application procedures, and current projects, etc. at the front counter and/or over the telephone.
- Gathers and prepares data in written and graphic form for use by the Planning Department staff.
- Reads and interprets blueprints, maps, planning regulations etc., while assisting professional planners and/or responding to general inquiries.
- Assists in the tabulation and completion of survey data and other statistical data.
- Prepares maps, sketches, renderings, and elevations for planning presentations.
- Processes minor planning applications and reviews business licenses and building permits for compliance with planning regulations.
- Operates blueprint and other office equipment.
- Assists in setting rooms up for Planning Department meetings; and perform other related tasks as required.
- Performs related duties as required.

EDUCATION/EXPERIENCE:

Any combination of related experience and education equivalent to completion of a four-year degree in planning or a related field which demonstrates significant knowledge of the principles of City planning and general office procedures.

KNOWLEDGE OF:

Zoning ordinances, CEQA procedures, research methods. Principles and practices of municipal planning; and modern office equipment including a PC and related software.

ABILITY TO:

Use modern office equipment and related equipment. Read and interpret maps, planning regulations, ordinances, etc. Prepare reports and data in written and graphic form; Perform research and compile statistical information; communicate effectively verbally and in writing; and Develop and maintain effective working relationships with others.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid CA drivers license preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

FLSA Status: Nonexempt
Prepared By: Nash and Company, Inc.
Prepared Date: January 2001
Approved By: City of San Rafael
Approved Date: October 2001