

**PLANNING TECHNICIAN
CITY OF LOMA LINDA**

DEFINITION

This position will perform entry level professional planning work of minor difficulty, which includes, providing general assistance to the Community Development Department in the areas of planning, environmental review, and grant programs; providing information and service to the public on current land usage, zoning regulations, interpreting municipal codes and guidelines relating to planning, and interpreting zoning/general plan maps; computer data entry and graphics input; gathering and analyzing data; field work; assisting staff planners with project application processes; and, other duties as assigned.

CLASS CHARACTERISTICS

The Planning Technician classification is the entry class in the professional planner series. Incumbents are responsible for a variety of professional planning assignments, and assistance to the department head on special projects.

EXAMPLES OF DUTIES

Under the direct supervision of the Senior Planner, the duties of the Planning Technician may include the following:

- Provides information and assistance to the public at the counter and by telephone regarding zoning and subdivision regulations; interprets the General Plan; interprets permit data, explains requirements, regulations and procedures; assists with inquiries pertaining to planning division operations and procedures;
- Receives and processes a variety of development applications; evaluates completeness and accuracy; collects and distributes planning fees; routes application to appropriate staff;
- Reviews and processes sign applications; prepares correspondence to applicants related to sign review and status of various projects; prepares correspondence for permit status and land use verification inquiries;
- Enters applications into computerized system, retrieves data to provide status of applications to applicants; updates data; prepares reports as required;
- Researches, collects, compiles, records and summarizes technical data; evaluates applications to ensure compliance with Department regulations and standards; maintains planning files and records;
- Prepares a variety of materials for use in Planning Commission, City Council, and/or other commissions, committees and boards, and verifies accuracy of information presented;
- Assists planners in reviewing plans to determine compliance with laws, codes and ordinances; assists in the preparation of reports and other materials; and,
- Other duties as assigned that are in support of the department's mission.

QUALIFICATIONS GUIDELINES

Education and/or Experience:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of a four-year college curriculum with major course work in planning, architecture, landscape architecture, geography, environmental science, public administration, or a related field and one year of increasingly responsible experience related to planning, architecture or engineering.

Knowledge of:

- Basic planning, land use, and zoning terminology;
- Planning methods and practices of a municipality;
- Basics of the California Environmental Quality Act (CEQA);
- Methods and techniques of drafting and mapping;
- Computer skills including word processing and spreadsheet applications;
- Basic report writing, research and data compilation methods; and,
- English usage, spelling, grammar and punctuation.

Ability to:

- Learn and apply pertinent laws, codes, ordinances and regulations related to planning activities;
- Coordinate the work of others involved in related procedures;
- Work independently;
- Read and understand maps, site plans, zoning codes and related information;
- Evaluate and process permit applications;
- Explain planning and zoning programs to the general public;
- Organize and conduct research;
- Collect and analyze data, generate and evaluate alternatives, and reach logical conclusions;
- Compose clear and concise reports;
- Prepare visual displays;
- Meet the public in situations requiring diplomacy and tact;
- Communicate effectively both orally and in writing;
- Understand and carry out oral and written directions; and,
- Establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a valid Class C California Driver's License, and satisfactory driving record.

Incumbents must pass a medical examination at the time of appointment.