

## PLANNING TECHNICIAN



Department:	<b>Community Development</b>	FLSA Status:	<b>Non-Exempt</b>
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**GENERAL PURPOSE:** Under the direction of the Community Development Director, coordinates and performs a variety of technical and administrative duties in support of the City's planning and development functions; serves as Secretary to the Planning Commission; administers assigned Community Development programs and grants; develops and maintains the City's GIS data and maps; administers and maintains the City's website and Revolving Loan Software System; coordinates special projects; and performs other related duties as assigned.

### **TYPICAL DUTIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides customer service to the public at the front counter and via telephone; responds to inquiries regarding the planning application process and/or other Community Development matters.
- Processes assigned planning applications; updates and maintains applicant files.
- May assist in coordinating and implementing various projects pertaining to planning, housing, and redevelopment.
- Serves as Secretary to the City's Planning Commission; prepares meeting packets, agendas, minutes, public hearing notices, and staff reports; addresses planning related requests from the public.
- Prepares, reviews, and disseminates correspondence, reports, and other types of documentation.
- Manages and maintains the Community Development Department's records, files, and databases.
- Administers assigned Community Development programs and grant funding; may prepare grant applications and reports; coordinates with program participants.
- Coordinates the updating of the Department's GIS data and maps; generates specialized maps as requested by City departments and/or commercial developers.
- Inputs and updates account information; reviews and balances client accounts; processes loan payment coupons for the City's loan programs.
- Develops and administers the City's website; updates and maintains website content.

## **JOB DESCRIPTION**

### **Planning Technician**

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Associate's Degree in Business Administration or related field; AND five years experience providing technical and administrative support in the area of community development; OR an equivalent combination of education and experience.

##### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License.

##### **Required Knowledge of:**

- Community Development operations, policies, and procedures.
- Principles of planning and community development.
- Grant and program administration principles.
- GIS software and computerized mapping systems.
- Website development and maintenance principles.
- Records management principles and standards.
- General office principles, practices, and equipment.

##### **Required Skill in:**

- Coordinating and conducting a variety of technical planning and administrative support functions.
- Responding to planning inquiries and providing customer service to the public.
- Processing planning applications and maintaining applicant files.
- Administering Community Development programs and grant funding.
- Developing and maintaining municipal GIS data and maps.
- Administering websites and computerized systems.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, developers, contractors, local businesses, and the general public.

##### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment and occasionally in the field when conducting program inspections.
- Subject to sitting for extended periods of time, standing, walking, and lifting of objects up to 25 pounds.