

CITY OF SOLANA BEACH
PART-TIME
PLANNING TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, performs a variety of technical and professional level duties in the field of current or advanced land use/urban planning; provides information and assistance on planning-related matters to the public and other City staff; participates in routine planning projects; and performs related duties as required.

CLASS CHARACTERISTICS

This is an entry-level class in the professional planning class series. Incumbents at this level are required to perform the full range of professional level land use/urban planning in the Community Development Department.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

Conducts assigned planning projects involving land use, populations, structure, economic activities, housing, transportation, and related subjects; performs basic research and confers with applicants and agency representatives to identify problems and issues.

1. Provides information and assistance to the public at the counter and by phone regarding routine to difficult planning-related matters regarding zoning, land use, municipals codes, subdivision regulations, the General Plan, demographic information, and current private and public projects; researches and reviews building and development projects for plan completeness and ordinance compliance; coordinates project review with other City departments or outside entities.
2. Receives and reviews permit applications; assesses fees; establishes conditions for project approval by analyzing projects with respect to relevant laws, ordinances, regulations, and City policy; determines methods to reconcile project conflicts with zoning requirements and State environmental laws; performs final inspection for tenant improvements, landscape, new buildings and signs.

3. May recommend or create graphic examples to illustrate alternatives to specific projects; reviews final working drawings to ensure compliance with approved projects.
4. Prepares and presents professional staff reports of summarized data, conclusions, and recommendations to the City Council and other official groups as needed.
5. Confers with developers, building designers, contractors, architects, and the general public on planning and zoning related matters; interprets planning policies, State laws, and local ordinances or explains procedures.
6. Performs field investigations to ensure projects conform to zoning codes, design regulations and/or approved plans; performs design conformance plan checks; assists permit applicants to satisfy conditions of approval.
7. Performs various administrative functions for the department, including accepting applications and permits for processing and composing correspondence; maintains and updates land use information on maps and in files.
8. Assists in the coordination of Community Development projects with other departments and outside agencies.
9. Provides vacation and temporary relief as required.

QUALIFICATIONS GUIDELINES

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

Education:

- ❖ AA/AS Degree or two (2) years college from an accredited college or university with major course work in urban planning, regional planning, environmental studies, architecture, or a related field. *A Bachelor's Degree in the stated fields is highly desirable.*

Experience:

- ❖ At least one year work experience preferably in local government urban planning.

Knowledge and Abilities

Knowledge of:

Urban planning principles and practices, laws, ordinances, rules, and regulations.

Site planning and architectural design principles.

Recent development, current literature, information sources related to municipal urban planning

and zoning, and research techniques in the planning field.

Pertinent federal, state and local laws, codes and regulations.

Application of land use, physical design, environmental, and/or social concepts to the planning process.

Terminology, symbols, methods and techniques used in planning and map drafting.

Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for word processing, graphic presentation, mapping, and database management.

Methods and techniques of effective technical report preparation and presentation.

- ◆ Research techniques in the field of urban planning.
- ◆ Safe driving principles and practices.

Ability to:

- ◆ Interpret and apply federal, state, and local laws, codes, regulations, policies, procedures, and standards pertaining to the planning process.
- ◆ Interpret maps, site and building plans and specifications; research, analyze and summarize planning data.
- ◆ Make presentations of ideas and recommendations to staff, the City Council and other official groups.
- ◆ Prepare clear and concise reports, correspondence and other written materials; plan and organize work.
- ◆ Exercise sound judgment within established guidelines and supervisory direction.
- ◆ Work effectively and tactfully with dissatisfied citizens; deal constructively with conflict and develop effective resolutions.
- ◆ Understand and carry out verbal and written instructions; express ideas clearly and concisely verbally and in writing; read, understand, and apply complex materials.
- ◆ Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
- ◆ Use a computer and utilize software applications such as, word processing, spreadsheets, database management, and graphics presentations as required by the duties of the assignment.

Special Requirements

- ◆ Possession of a valid Class “C” California driver’s license with a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein 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 these essential job functions.

- ◆ Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and problems from irate citizens or contractors, decision making under stressful conditions, and executing assignments within established deadlines.
- ◆ Productivity: Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- ◆ Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, and sit, stand, walk for prolonged periods of time.
- ◆ Vision: Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- ◆ Hearing: Incumbents are required to hear in the normal audio range with or without correction.
- ◆ Environment: Normal office setting with some travel to attend meetings or conduct site investigations. Incumbents may be required to work at both indoor and outdoor environments; individuals may be exposed to noise, dust and inclement weather conditions.
- ◆ Other factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Date Adopted: 07-13-05

