

## CITY OF IRWINDALE

### 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.*

#### **SUMMARY DESCRIPTION**

Under general supervision, performs a variety of technical and administrative tasks related to City Planning and Code Enforcement; answers questions at the public counter, by phone and/or email; receives and reviews plans and applications for completeness; gathers, analyzes, and summarize data; performs related duties as required.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assists and advises the public with general planning, zoning, land use, permit use, site plan and design review, subdivision and development questions.
2. Reviews applications for completeness and accuracy; analyzes requests to ensure compliance with applicable laws, regulations, and policy; writes recommendations for project approval.
3. Deals tactfully and courteously with the public and coworkers at the counter or over the phone, responding to inquiries and answering routine questions concerning planning, zoning, land use, the general plan, and current and long-range projects.
4. Maintains and updates a list of all Planning Division activities and pending permits.
5. Receives and processes new project submittal; routes projects to the appropriate planner, reviewing department and/or agency; schedules the project for a staff review meeting.
6. Prepares or assists in the preparation of staff reports and agenda packets; provides assistance and makes presentations to the Planning Commission and/or any other Development Services Department-related meeting, as requested; attends Planning Commission and/or any other community meetings/workshops, including evening meetings, as requested.
7. Maintains department records, files and other reference materials; gathers, researches and assembles a variety of information and data for the preparation of reports and studies; prepares and processes legal notices, including Public Hearing Notices; creates and modifies planning forms; composes a variety of documents, including letters, reports and memos.
8. Conducts field surveys for development projects; tabulates results; inputs data to computer.
9. Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.
10. Maintains the Code Enforcement database.
11. Assists with Special Event Permits.
12. Receives Code Enforcement reports, complaints, and requests for service from the general public, in-person, telephonically, and electronically and provides the information to the Code Enforcement Officer.
13. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a planning and development department.  
Municipal Code interpretation, zoning ordinances, California Environmental Quality Act, Subdivision Map Act, State Planning and Zoning law, and land use and architectural design standards.  
Local zoning practices and construction processes.  
Methods of gathering and compiling data.  
Property descriptions and graphic displays.  
Procedures and policies for processing City applications.  
Methods and techniques of effective technical report preparation and presentation.  
Research methods.  
Application of land use, physical design, economic, environmental, and/or social concepts in the planning process.  
Terminology, symbols, methods, techniques and instruments used in planning and map drafting and geo-based information systems.  
Customer service practices.  
Modern office procedures, methods, and equipment including computers and supporting word processing, spreadsheet applications, and specialized engineering software programs.  
Pertinent federal, state, and local codes, laws, and regulations.

**Ability to:**

Communicate clearly and concisely, both orally and in writing.  
Understand and follow oral and written instructions.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Keep accurate records.  
Conduct field inspections and ensure compliance with regulations.  
Work on several projects or issues simultaneously.  
Perform accurate mathematical computations.  
Prepare well-organized, written reports and graphic presentations.  
Explain and interpret planning policies and regulations accurately and tactfully to the public.  
Work independently or in a team environment as needed.  
Read and understand architectural and engineering drawings.  
Analyze a complex issue, develop, and implement an appropriate response.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Graduation from high school or equivalent, supplemented by college-level course work majoring in Urban Planning, Public Administration, Architecture, Geography, Landscape Architecture, or a similar field. A Bachelor's degree from an accredited college or university with a major in Urban Planning or a related field is desirable.

**Experience:**

Six months of increasingly responsible experience in urban planning or related field.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions 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.*

**Environment:** Work is performed primarily in a standard office environment with some travel to different sites; occasionally works in outside weather conditions; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Date: September 2017