

# CITY OF FOLSOM

## PLANNING TECHNICIAN I/II

### **DEFINITION**

Under general supervision, assist the public by responding to planning, zoning, and other site development related questions concerning building and land development as well as assist in/perform duties related to compiling and preparing planning data, reports, and graphics. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

### **DISTINGUISHING CHARACTERISTICS**

The Planning Technician I is the entry-level paraprofessional class used to train for the professional planning series. The Planning Technician provides the public with a variety of technical information related to the general zoning and planning ordinance requirements, zoning violations, environmental review procedures and application filing procedures. This position is distinguished from the Planner class series in that the latter are responsible for the analysis of zoning and building applications, as well as compiling, analyzing, and preparing planning data and staff reports for various commission meetings. This class is flexibly staffed and at the discretion of the appointing authority incumbents may be advanced to the Planning Technician II after one year, and demonstrating proficiency that meets the minimum qualifications.

### **EXAMPLES OF ESSENTIAL DUTIES**

**NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.**

- Assist the public on the telephone and at the public counter with answers related to zoning and other land use information questions.
- Maintain the City's computerized land management and street address database.
- Provide technical support to Planners by responding to land use permit applications.
- Issue over-the-counter permits for business licenses, signs, and special events.
- Compile and present data in the form of written, graphic, or oral reports for the use of the Director, Planning Commission, City Council, or special committees on a range of urban planning matters.
- Assist in/perform the review of proposed development projects for conformance with adopted city plans, city design/architectural guidelines and standards, applicable codes and ordinances, and other regulations.
- Assist in/perform the review of proposed subdivision and parcel maps for conformance to city standards.
- Respond to citizen complaints concerning potential violations of city codes and ordinances.
- Perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

**NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the Examples of Essential Duties section of this specification.**

#### **Knowledge of:**

- Methods of gathering and compiling data.
- Property descriptions and displays.
- Modern office methods, practices, procedures, and computer equipment.
- Common word processing, spreadsheet, and database software.

**Ability to:**

- Learn local zoning and planning practices.
- Explain and interpret planning policies and regulations accurately and tactfully to the public.
- Understand and interpret legal property descriptions, topographic drawings, maps, and field notes.
- Analyze planning applications for compliance with procedural requirements.
- Enter data into a computer system accurately.
- Read and interpret maps, blueprints, and design drawings.
- Utilize research methods and techniques.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Planning Technician I**

**Experience:**

Two (2) years of full-time, increasingly responsible, advanced journey level clerical experience that included extensive public contact.

**Planning Technician II**

**Experience:**

One (1) year as a Planning Technician I with the City of Folsom.

OR

Two (2) years of technical experience in land use regulations, and/or office building inspections or planning work.

**License, Certificate, Registration Requirements:**

Possession of, or ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

**Physical Requirements:**

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

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Barg Unit: Local 39  
Probation: 6 months