

**CITY OF GLENDORA
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, answers questions from the public, receives and reviews plans and applications for completeness; performs a variety of tasks in the gathering, analyzing and summarizing data required by City Planners; performs related duties as required.

CLASS CHARACTERISTICS

This is the paraprofessional position in the professional planning series. Positions in this class perform advanced drafting, office, and field work which require the application of general City planning knowledge to various municipal planning projects and limited professional planning tasks as a trainee.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Assists and advises the public in the preparation and filing of applications for zoning changes, variance permits, tentative tract and parcel map approval, site plan and design review, residential development use permits, and other requests for services. (a c d e f h l m)
2. Reviews applications for completeness and accuracy; analyzes requests to ensure compliance with applicable laws, regulations, and policies; writes recommendations for project approval. (a c d e f g h i j k l m)
3. Prepares or assists in the preparation of staff reports and agenda packets; provides assistance and makes presentations to the Planning Commission, Cultural and Historic Preservation Commission, and/or any other Community Development-related boards and commissions as requested. (a b c d e f j k l m)
4. Deals tactfully and courteously with the public and coworkers at the counter or over the phone, responding to inquiries and answering routine questions concerning zoning, land use, the general plan, and current projects. (a c d e f g h i)

5. Using Geographic Information Systems (GIS), prepares or updates maps relating to the planning process, including zoning and general plan maps, vicinity maps, and others required by special circumstances; prepares maps and drawings according to specified scales using a variety of drafting equipment or computers. (b c e f g h i j k l m)
6. Prepares various maps, charts, graphs, "power point" or transparencies for presentations; uses equipment and software necessary for proper presentation. (c e h j k m)
7. Performs land use field surveys and project site analysis; tabulates and maps results; inputs data to computer. (c e f g h i j k l m)
8. Maintains control over departmental files, exhibits, and records. (b f h j)

REQUISITE ABILITIES

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

- a. Communicate clearly and concisely, both orally and in writing.
- b. Keep accurate records.
- c. Analyze data and information and draw logical conclusions.
- d. Communicate effectively with a variety of personnel and establish/maintain effective working relationships.
- e. Read and understand architectural and engineering drawings and prepare graphic exhibits.
- f. Interpret and apply rules, regulations, legislation and policies.
- g. Understand and follow verbal and written directions.
- h. Work independently or in a team environment as needed.
- i. Perform mathematical computations.
- j. Operate a computer and use a variety of computer software including GIS.
- k. Write reports and make presentations.
- l. Conduct field inspections and ensure compliance with regulations.
- m. Work on several projects or issues simultaneously.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *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:*

High school graduation or equivalent, supplemented by college level courses in drafting or planning work with two years of experience in architectural drafting, providing technical support on zoning and plan checking and/or environmental issues. An Associate's degree in a related field is highly desirable.

Knowledge and Skill Levels

Knowledge of the principles and practices of planning; related state and federal laws, ordinances, rules and regulations; the California Environmental Quality Act; Subdivision Map Act; redevelopment regulations; site planning and architectural review; building and engineering principals; ability to read plans and maps including grading plans; and effective writing and verbal skills.

Special Requirements

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record. Knowledge of Geographic Information Systems (GIS) and computer-based permit issuance and tracking systems is desirable. Ability to attend evening meetings for Planning and other Commissions or committees is required.

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 the essential job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

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 operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; 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.