

**CITY OF FORT BRAGG
JOB DESCRIPTION**

JOB TITLE: **PLANNING TECHNICIAN**

REPORTS TO: **Assistant Director-Engineering** **TYPE FBEO, non-exempt**

*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.*

POSITION SUMMARY:

The position of Planning Technician is a full-time position, working under the direction of the Assistant Director - Engineering. Performs a wide variety of clerical, planning and code enforcement work. Clerical duties include: greets visitors of the department; performs word processing and various other applications; prepares and maintains files, records and reports. Position also includes data collection and analysis for economic development activities; code enforcement activities; and support for Community Development Block Grant (CDBG) and other grant programs. This position provides customer service on planning issues. A successful Planning Technician may be asked to perform professional (Assistant Planner) duties of limited complexity and scope. These activities include analyzing applications, preparing staff reports, and presenting staff reports to Planning Commission.

ESSENTIAL FUNCTIONS:

Constant sitting, keyboarding, observing computer screen, twisting in seated position; frequent bending, squatting, reaching, lifting boxes weighing 30 pounds or less, standing, walking, writing; occasional reaching above shoulders not to exceed 30 pounds, driving, moving and servicing equipment such as copiers and FAX machines; and answering telephone. Requires the ability to give and receive oral information; visual observation at meetings; the ability to climb flights of stairs; good reading comprehension; typing; computer literacy using diverse programs; the ability to sit for long periods in an office chair; driving a motor vehicle; the ability to occasionally work nights, weekends and long hours.

TYPICAL DUTIES AND RESPONSIBILITIES:

Administrative

- Greet visitors to the department either in person, by phone or online.
- Screen and respond to inquiries of a general or specific nature; take messages; maintain calendars of meetings, appointments and deadlines.
- Respond to inquiries from the public, or direct to the appropriate responder.
- Prepare for public meetings, including developing flyers, ordering refreshments, setting up meeting rooms, procuring appropriate supplies for events, taking minutes, preparing a summary of proceedings, etc.
- Complete routine and creative graphic design activities, such as designs for flyers, maps, brochures, signs, etc. for a variety of department activities.
- Coordinate addressing with Postmaster, Assessor's office, and Emergency Service Agencies.
- Take and transcribe City Council meeting minutes in the absence of the City Clerk.
- Receive, sort, and direct incoming department mail; prepare a wide variety of materials for individual and bulk mailings.

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- Operate copier, fax and postage machines.
- Establish and maintain files and file systems, both standard and computerized, of considerable volume and moderate complexity.
- Assist with grant related administration, file preparation and maintenance, application preparation, billing and invoicing.

Planning

- Advise applicants, homeowners or developers of the City's zoning and Municipal Code requirements and proper procedures to ensure compliance.
- Develop and maintain tracking systems, hard copy files, and records.
- Process planning, building, and sign permit applications, forms and other materials constituting the department's paper flow and recordkeeping; includes preparing and routing files to appropriate departments, maintaining filing system, and updating hard copy and electronic permit records.
- Prepare staff reports and recommendations of limited complexity.
- Research and compile information on a variety of planning issues from multiple sources.
- Interpret building and planning project entitlements.
- Assist other Community Development staff as appropriate with current and long range planning activities.
- Prepare maps and complete analyses.
- Attend and take minutes at Planning Commission and Community Development Committee meetings and other public meetings and workshops.
- Perform public noticing and posting requirements per Brown Act.
- Prepare and type correspondence, agendas, and minutes of meetings, memos, reports and forms from handwritten or typed draft and/or verbal instruction.
- Prepare and issue notices, permit documents, and other documents administered by the department.

Code Enforcement

- Perform a variety of administrative duties related to Code Enforcement operations, including field inspections, investigations, and enforcement of state and municipal codes related to public nuisances, property maintenance, and zoning and housing code violations.
- Enforce and apply the Zoning and Municipal Codes.
- Conduct field investigations, take on-site photographs, and prepare diagrams and measurements of residential, commercial and industrial properties to assist with implementation of the City's code enforcement program.
- Perform routine follow-up of outstanding issues; compile data; prepare written daily reports, and maintain accurate records and files.
- Research property ownership and zoning, building, and parcel histories.
- Maintain files of violations and correspondence to property owners, tenants and vehicle owners of action taken against responsible party.
- Perform other related duties as assigned.

Promotions

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- Assist with preparation of Requests for Proposals, distribute and review Requests for Proposals, help in the consultant selection process.
- Process consultant billings.
- Prepare website updates and improvements.
- Monitor limited consultant work product for promotional activities.
- Prepare brochures and flyers.
- Assist with maintenance of business development and loan program interest lists and appropriately respond to inquiries both in person and over the phone.

MATERIALS, EQUIPMENT AND TOOLS:

Computer terminal, personal computer and programs such as Microsoft Office, Internet applications, PageMaker, CD Data (Assessor Records and Maps on CD-ROM), GIS, ParcelQuest, InDesign, Adobe Illustrator, PowerPoint, Legistar, telephone, FAX machine, calculator, copier, postage meter, printer, binding machine, shredder, etc.

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Planning principles and practices, including pertinent specialties
- Principles and practices of research and data collection
- General functions and activities of municipal government
- Correct English usage, spelling, grammar and punctuation, and effective verbal and written communication techniques.
- Basic computational skills.
- Office/accounting machines and desktop computers used in word processing and recordkeeping applications.
- Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications and Geographic Information Systems (GIS).
- Modern principles, practices, and techniques of urban and regional planning, land use, physical design, demographics, environmental review, and economic and social concepts as applied to city planning.
- Applicable federal, state and local laws, codes, and regulations, including the City zoning regulations, the City General Plan, the California Environmental Quality Act, California laws relating to subdivisions, annexations, zoning, and land use, the Coastal Act, and other laws and regulations pertaining to local and regional land use planning and development permitting activities.
- Methods and techniques of scheduling and completing work assignments on time.
- Standard office procedures (such as methods and techniques for record keeping and report preparation and writing), practices, and equipment (including a computer and applicable software).

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- Oral and written presentation skills including knowledge of proper English, spelling, and grammar.
- Occupational hazards and standard safety practices.

Ability to:

- Deal politely and effectively with the general public and co-workers to explain rules and procedures clearly to the public.
- Follow complex procedures for a variety of processes.
- Organize and follow up on a variety of tasks in specific timeframes.
- Record and prepare minutes of meetings.
- Perform responsible clerical duties requiring the use of independent judgment.
- Multi-task and prioritize work flow.
- Consistently meet deadlines.
- Compose and prepare correspondence.
- Establish and maintain filing systems.
- Problem solve to gather relevant information to solve vaguely defined practical problems.
- Review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.
- Work on several projects or issues simultaneously.
- Work independently or in a team environment as needed.
- Learn and understand rules of evidence related to public hearing and judicial cases.
- Learn and apply investigative techniques.
- Maintain and follow departmental policies and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Deliver quality customer service.
- Maintain quality and work volume in a busy office with frequent interruptions.

REQUIRED EXPERIENCE/EDUCATION

- Completion of an associate's degree in planning, architecture, construction management, social sciences, or related field.
- Two (2) years' experience in plan review, zoning administration or building permit issuance is also required. A college degree (B.A., B.S.) may be used to substitute for two years' experience.

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- Three (3) years' experience in office management or reporting to an executive.
- Possession of a valid Class C or higher California driver's license.

NOTE: *Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

