



## CITY OF RANCHO SANTA MARGARITA JOB DESCRIPTION

### Planning Technician FSLA Status: Non-Exempt

#### **DEFINITION**

The Planning Technician is a para-professional entry level position in the Development Services Department. Under general supervision, the Planning Technician performs a variety of assignments in current planning and provides information and assistance to higher level staff. Assignments are generally limited in scope, require the application of fundamental planning principles, and are performed within an established procedural framework. As experience is gained, incumbents are expected to independently perform more complex tasks and assignments of limited to moderate difficulty.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is an entry level classification in the professional planning series. The Planning Technician is distinguished from other Planning classifications by the lower level of responsibility assumed and the lesser complexity of duties assigned. The position's responsibilities include the application of professional knowledge and skills to various municipal planning, zoning, and development inquiries. Employees at this level are required to be trained in all operating procedures and policies related to assigned areas of responsibility, to work independently and to exercise judgment and initiative.

#### **ESSENTIAL DUTIES**

The essential duties of this classification include, but are not limited to, the following:

- The following functions are typical for this classification. Incumbents may not be required to perform all of the listed functions and/or may be required to perform additional or different functions consistent with business needs and position qualifications
- Assists the public at the counter and by telephone and email with zoning and land-use development inquiries including zoning designations, development standards, land uses, and property history records
- Reviews maps, site plans, architectural drawings submitted in connection with planning permit applications to ensure completeness and conformance with the submittal requirements
- Performs various administrative functions for the department, including accepting applications for processing, composing correspondence, maintaining and updating

logbooks and databases, and preparing notices for mailing

- Conducts site visits and field investigations as needed and uses a camera to perform photo documentation
- Processes requests for routine permits administered by the Planning Division
- Prepares public notices and mail in accordance with noticing guidelines and requirements
- Assists with Economic Development projects, performs various research assignments related to Economic Development
- Prepares general correspondence and basic staff reports for review and editing by planning staff
- Calculates fees and generates receipts for planning permits. Assembles and maintains Planning Division files and records
- Updates and maintains Planning Division application forms and handouts. Assists with compiling responsive documents for public records requests
- Performs a variety of clerical tasks using a personal computer and necessary software
- Implements directions from superiors that are provided orally and/or in writing, reports to superiors orally and/or in writing
- Delivers outstanding internal and external customer service while solving problems and proactively creating sustainable solutions to issues
- Conducts duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor
- Performs other related duties as assigned

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Materials, equipment, regulations, principles, procedures, and/or practices necessary to perform required duties including, but not limited to, basic principles of planning theory and practice; use of a personal computer and necessary software; correct English usage, spelling, grammar and punctuation; basic mathematics involving addition, subtraction, multiplication and division; business letter writing and forms; and filing and indexing of documents.

**Ability to:**

Satisfactorily perform required duties including, but not limited to, use of a personal computer including word processing, spreadsheets and permitting software; provide excellent customer service; read and interpret architectural drawings; perform basic mathematical calculations with speed and accuracy; learn and apply the principles of effective supervision and training; read, speak and understand the English language; learn the regulations, principles, procedures and/or practices necessary to perform required duties; adhere to applicable terms and conditions of employment including, but not limited to, safety and health regulations, labor agreements, City rules and regulations, policies and procedures; establish and maintain effective working relationships with others; deal tactfully with the public and others contacted in the performance of duties; legally operate a motor vehicle in the State of California.

**Training and Experience:**

Any combination of experience and education that would likely provide the required knowledge and ability is qualifying. A typical way to obtain the required qualifications would be: graduation from an accredited four-year college or university with a bachelor's degree in urban planning, public administration, or a closely related field or equivalent to Associate's degree in a related field and two years of experience in a public or private planning agency performing technical planning tasks.

**Desirable Knowledge, Skills And Abilities**

Thorough knowledge of current planning practices, principals, and trends.

Demonstrated ability to interpret zoning ordinances and follow established policies.

Demonstrated ability to deal tactfully with the public and associates under difficult circumstances.

Experience in GIS including map creation and maintenance of GIS databases.

**LICENSE REQUIREMENTS**

Must possess and maintain a valid California Driver's License and have a satisfactory driving record.

**SELECTION GUIDELINES**

All selection guidelines for this position are subject to City Council determination, and include a formal City application, rating of education and experience, oral interview, and reference check. Job-related tests may also be required. Successful completion of a

background review, including fingerprinting, may be required. Selected candidate will be required to provide written identification showing entitlement to legal residence in the United States.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Note: All employees of the City of Rancho Santa Margarita are designated to be “Disaster Service Workers.” In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employee’s normal work assignments and may continue through the recovery phase of the emergency. (Per City Ordinance 03-04).

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Classification Status: This is an “At Will” classification and not included in “Competitive Service” as defined in Section 2.04.040 of the Rancho Santa Margarita Municipal Code. Employment can be terminated with or without cause, or notice, at any time by either City or employee.

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