



## **City of Laguna Niguel Job Description**

### **PLANNING TECHNICIAN**

Maintenance, Clerical, and Technical Unit

FLSA: Non-Exempt

#### **DEFINITION**

Under general supervision, performs a variety of technical and administrative technical duties in support of the Planning Division. Answers questions at the public counter and by the phone regarding codes, regulations and procedures, issuing permits; Receives and reviews plans and applications for ordinance compliance, and for completeness for Planning related projects.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Planning staff.

#### **EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Provide customer service at the Planning public counter related to planning codes and regulations, zoning and environmental compliance.
- ◆ Review, process and issue permits.
- ◆ Research, analyze and make recommendations for compliance with zoning and applicable laws and regulations for project plans and proposals.
- ◆ Conduct site inspections to assess project site status and ensure project compliance with approved plans; Tabulate and input results into database.
- ◆ Assist in preparing City Council and Planning Commission agenda reports and planning reports.
- ◆ Prepare public notices and related project files for public hearings and meetings.
- ◆ Answer questions and provide information to the public regarding zoning, land use, and the general plan.
- ◆ Attend and participate in professional group meetings.
- ◆ Maintains department records and files.
- ◆ Perform related duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- ◆ Basic principles and practices of urban planning and land use.
- ◆ Pertinent Federal, State, and local laws, codes, and regulations, including those related to urban planning and development.
- ◆ Principles and practices of record keeping.
- ◆ Modern office methods, procedures, and computer equipment.

**Ability to:**

- ◆ Analyze and compile technical and statistical information and prepare reports.
- ◆ Interpret and apply rules, regulations, codes and policies.
- ◆ Respond to public requests and inquiries.
- ◆ Prepare clear and concise administrative reports.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Establish and maintain cooperative working relationships with those contacted in the course of work, including community groups, the general public, and staff.

**Experience and Training:**

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

Some experience performing technical planning responsibilities is desirable.

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, public or business administration, or a related field.

**Licenses:**

Possession of, or ability to obtain, a valid California Driver's License.

**PHYSICAL DEMANDS**

*The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk, and hear; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand; walk; stoop, kneel and crouch.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet in the office and moderate in the field.