

CITY OF SAN JUAN CAPISTRANO

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

To perform a wide variety of technical duties involved in accepting, processing and reviewing building and planning permits; to intake all new projects and to route them to the appropriate departments; to assist and inform the public in person or on the telephone regarding departmental policies and procedures; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Planning Director.

ESSENTIAL FUNCTION STATEMENTS. *Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assists the public at the front counter; issues permit applications; answers questions on policies and procedures, explains legal requirements of applications submitted; and provides information on the permit process.
2. Receives and reviews completed applications; ensures information is accurate, complete and in compliance with zoning, environmental and other regulations; advises public on necessary corrections.
3. Conducts plan checks; ensures compliance with codes, ordinances and regulations; recommends minor modifications.
4. Routes plans to appropriate staff; labels and logs information into log book; sets up file; tracks and monitors plan status; notifies contractors, owners, engineers and developers of plan status; issues permits.
5. Calculates and estimates fees for permits; collects fees for various applications, registrations and licenses; issues receipts for fees collected; inputs data into the computer.
6. Performs a variety of clerical and technical tasks in support of assigned office functions including assisting the public, record keeping and report preparation; receives and answers a variety of phone calls.
7. Prepares and maintains records and files on plans and permits; assists the general public with retrieval, copying and microfilming of records; purges final permit files; determines if use of business license is appropriate; handles permits for tree removal, signs, special activities, and for temporary use.
8. Prepares staff reports related to various non-developer deposit applications such as zone variances and sign permits.
9. Posts public notices; keeps track of posting.
10. Performs related duties and responsibilities as required.

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Planning Technician (Continued)

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and computer equipment.
Research methods and techniques related to planning.
Principles and procedures of record keeping.
Methods and techniques of effective customer service.
English usage, spelling, grammar and punctuation.
Methods and procedures of data entry.
Pertinent Federal, State and local laws, codes and regulations.

Skill in:

Learning the building, planning and zoning permit process.
Interpreting and explaining City policies and procedures related to the building, planning and zoning permit process.
Learning technical terms related to building construction.
Performing mathematical calculations quickly and accurately.
Operating office equipment including computers and supporting word processing and spreadsheet applications.
Typing at a speed necessary for successful job performance.
Maintaining records and preparing computer generated reports.
Responding to requests and inquiries from the general public.
Understanding and following oral and written instructions.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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:

Experience:

Two years of clerical, administrative, or internship experience involving front counter or public contact.

Training:

Equivalent to an Associates Degree in urban planning or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive public contact.

Physical Conditions:

Essential functions require maintaining physical condition necessary for sitting or standing for prolonged periods of time; extensive use of computer keyboard; visual acuity for reading permit applications.