



CITY OF ORINDA

PLANNING TECHNICIAN

DEFINITION

Under general supervision, to assist the public at the service counter; to process permit applications and maintain tracking system; and to provide secretarial support to the department.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist the public at the service counter; process forms, permit applications, and plans necessary for the issuance of development and construction permits.

Respond to inquiries and provide information related to building and planning applications and plan checking procedures, policies, and functions; compute required fees.

Maintain supplies including permit applications, forms, and related documents; requisition additional supplies as required in accordance with established procedures.

Review permit applications to ensure completeness of information.

Assist with data collection and analysis for various current and advance planning projects utilizing a variety of data sources including GIS.

Establish and/or maintain files on departmental activities; research files to obtain information required by departmental staff or necessary to the preparation of reports or conduct of other office business.

Process building permit reports for City Manager and Director of Planning.

Perform a variety of administrative support tasks including typing, proofreading, filing, editing, and office machine operation, including word processing or operation of other automated systems; sort, file, prepare, and/or process a variety of documents and records, including the development of data bases for building permits and land use tracking systems.

Develop and build data bases for building permits and land use tracking systems; determine format and information necessary for spreadsheets and the completion of various mandated reports; enter data; generate reports and graphs for various Planning activities.

Maintain and update GIS mapping information system and relational data bases; generate charts and maps for various projects.

Receive, record, and investigate complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; document violations by securing photographs and other pertinent data; research ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

Coordinate and conduct follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; prepare non-compliance cases for legal action and administrative hearings; present testimony at hearings in court.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

GIS mapping principles and concepts.

Principles and practices used in dealing with the public.

Principles of business letter writing and basic report preparation.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping.

Pertinent Federal, State, and local laws, codes, and regulations including administrative

and department policies and procedures.

Basic construction terminology and blueprint reading.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Interpret and apply pertinent Federal, State, and local laws, codes, and regulations.

Interpret and explain City policies and procedures related to the building permit process.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the general public.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Four years of administrative support experience. Prior experience in planning and building is desirable.

Training:

Equivalent to two years of college supplemented by training in building construction technology.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; ability to travel to different sites and locations.

Employee Group: **General Employee**
FLSA Status: **Non-Exempt**
Revised: **March 2010**