

TOWN OF SAN ANSELMO

PLANNING TECHNICIAN

DEFINITION

Performs responsible planning assignments, which may be in current or advance planning in support of the work done by the professional staff in the Planning Division.

DISTINGUISHING CHARACTERISTICS

This position is the para-professional classification in the Planner series. This classification is distinguished from the professional level Planning job classes in that its work is limited to technical work and some entry level professional work in support of the professional staff. This work extends to any technical support function that may assist the professional planners in completing their assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning Director. This position does not have any supervisory responsibility. May monitor volunteers.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Staff the Planning Department counter;

Assist the public in understanding and complying with Town planning ordinances;

Demonstrate courtesy and helpfulness in all contacts with the general public and other Town departments;

Prepare graphics and visual aides for use in presentations to the Planning Commission, Town Council, and other committees;

Assist in processing applications by receiving and reviewing for required information;

Enter and interpret data in computer system;

Maintain maps and files;

Take minutes of the bi-monthly Planning Commission meetings.

Knowledge and understanding of project actions.

Prepare staff reports for Planning Commission and Town Council;

Prepare correspondence as necessary;

Research, compile, organize, and analyze data for use in reports and special projects;

Read and interpret blueprints, maps, and planning regulations;

Plan check building permit plans for compliance with the Planning code;

Provide information about the development review process and zoning to the public;

Conduct site inspections;

MINIMUM QUALIFICATIONS

Knowledge of:

Zoning Ordinance, General Plan, CEQA procedures, research methods, application procedures, and use of a personal computer.

Ability to:

Organize work and establish priorities;

Read and interpret maps;

Interpret and apply Town and applicable State rules and regulations;

Interpret basic elements of architectural and landscape plans;

Utilize a personal computer;

Write correspondence, notices, and staff reports to the Planning Commission and Town Council;

Follow oral and written directions;

Establish effective working relationships with co-workers, other employees, and the public.

Maintain accurate records.

EXPERIENCE AND EDUCATION

Any combination of related experience and education equivalent to completion of a four-year degree in planning or a related field which demonstrates significant knowledge of the principles of city planning and general office procedures.