

## **CITY OF EMERYVILLE**

**Created: June 1997 (Planning/Building Technician)**

**Retitled: July 2002**

**TITLE: Planning Technician**

**FLSA Status: Non-Exempt**

**Job Code: 1505**

### **DEFINITION:**

Under general supervision of the Planning and Building Director, performs a variety of routine and technical tasks involving land use, zoning, subdivision, and planning codes and related regulations. Provides information to the public, assists in the completion and processing of planning applications, and performs related administrative and other duties as required.

### **Class Characteristics:**

This classification provides technical and administrative support to the Planning Division functions of the Planning and Building Department. The incumbent provides the public with a variety of technical information concerning zoning, subdivision, planning, and environmental review requirements and related application procedures; processes cases for administrative approval; reviews proposed land use activities for compliance with applicable regulations; and performs a variety of related administrative support activities.

This classification is distinguished from the clerical series by the requirement to perform duties requiring a specialized knowledge of planning-related codes and procedures. It is distinguished from the Building Permit Technician/Plan Checker classification in that the latter performs duties requiring specialized knowledge of building codes and procedures, performs building plan checking and project coordination duties, and requires International Conference of Building Officials (ICBO) certification. This class is distinguished from the professional planner series in that the latter conducts planning studies for Planning Commission and/or City Council consideration, exercises considerable independence in the preparation of reports and studies, and requires more comprehensive knowledge of planning laws, principles, and procedures.

The Planning Technician works under the general supervision of the Planning and Building Director, with functional direction provided by professional planning staff. Public counter hours are coordinated by the Chief Building Official.

**Duties and Responsibilities:** The duties and responsibilities listed below are illustrative only and are not meant to be an exhaustive list of all duties and responsibilities of the classification.

- Provides information to developers, property owners, contractors, architects, and the general public at the counter, in meetings, by telephone and through correspondence and e-mail concerning the Emeryville General Plan, Zoning Ordinance, other planning regulations, and related application processes and procedures for all types of construction projects.
- Uses Assessors parcel maps, zoning maps, Zoning Ordinance, and other resources to determine planning regulations that apply to specific properties, and locations within the City where specific uses are permitted. Issues letters verifying the zoning of property.

Planning Technician  
Continued

- Reviews applications for business licenses to determine whether applicable planning requirements are met; prepares notices, certificates and/or letters to verify zoning compliance.
- Reviews development proposals and determines type of planning permits required (e.g. Use Permit, Design Review, Variance, etc.), and accepts plans and documents for permit processing.
- Calculates and collects applicable planning permit fees.
- Determines whether development proposals are exempt from environmental review under the California Environmental Quality Act (CEQA). Informs applicant of applicable exemption or provides applicant with information about the environmental review process.
- Performs routine building plan reviews for conformance with planning requirements and approves plans on behalf of Planning Division where planning permits are not required for the project.
- Meets with applicants to evaluate conceptual development related to residential, commercial, industrial, and live/work projects, and makes recommendations to enhance application submittals.
- Processes, makes recommendations on, and may approve applications for Minor Design Review permits including sign permits.
- Processes and makes recommendations on Parcel Map Waivers, and Boundary Line Adjustments, and miscellaneous referrals from regulatory agencies.
- Administers and makes recommendations on applications under Master Sign Programs and Master Use Permits.
- Administers cost recovery program and prepares monthly reports.
- Creates or assists in the development of electronic logs and/or computerized tracking systems of planning applications, permits, and other planning documents and ensures access to such information by other staff via the City's computer network.
- Ensures that planning application and related Planning information is kept updated on the City's Internet site.
- Updates Assessor parcel map books and ensures that Planning Division handouts and other information at the front counter are in supply and up-to-date. .
- Assists the Economic Development and Housing Department in administering the facade improvement grant program.

- Conducts field investigations and surveys, researches files, gathers and compiles data as required.
- Interfaces with other City Departments and outside agencies, as required.

**QUALIFICATIONS:**

**Knowledge of** modern office principles and practices; planning and zoning codes and ordinances; applicable rules, regulations, policies, and procedures; planning permit process; principles and techniques used in reading development plans and maps; personal computers and related software; effective methods of record keeping including filing, indexing and cross referencing; correct English usage including spelling, punctuation and grammar; business letter writing and standard format for typed materials; effective methods of human interaction; cost recovery methods and systems.

**Ability to** learn and apply a variety of planning and zoning codes and ordinances; learn and apply a variety of rules, regulations, policies, and procedures; respond to inquiries, complaints and requests for service in a fair and tactful manner; establish and maintain effective record keeping systems; communicate effectively verbally and in writing; establish and maintain effective working relations with those contacted in the course of the work; read and interpret plans and maps as required; prepare a variety of written correspondence as may be required; follow oral and written instructions; use personal computer, typewriter or other modern office equipment; perform related duties as required.

**EDUCATION/EXPERIENCE:**

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

Equivalent to graduation from high school and three years responsible office administrative experience in a municipal planning department. College level courses in urban studies, planning public administration or related field may be substituted for the experience requirements on a year for year basis, up to a maximum of two years substitution.

**Special Requirements:**

Eyesight sufficient to read data, memos, plans, maps, computer screens, vouchers, billboards and commercial signage; manual dexterity to operate a personal computer, typewriter or word processor, ability to sit for extended periods; ability to lift and carry objects weighing up to 20 pounds, stand, walk, bend, reach above and below shoulders, and work occasional long hours. Certain positions may require a valid California driver's license with a satisfactory driving record.