

TOWN OF PORTOLA VALLEY
PLANNING TECHNICIAN I
PLANNING TECHNICIAN II

Classification 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 responsible technical and administrative work in land use areas including Planning, Building, and Public Works; to provide customer service related to land use and permitting process; and to receive, review, route, and process various plans and permits, and perform zoning plan review.

DISTINGUISHING CHARACTERISTICS

Planning Technician I - This is the entry level class in the Planning Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Planning Technician I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Planning Technician II - This is the journey level class in the Planning Technician series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Planning Technician I: Receives immediate supervision from the Planning Manager.

Planning Technician II: Receives general supervision from the Planning Manager.

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

- Provide information and direction to the public related to planning, building, and permit process via telephone, e-mail, and front counter.
- Perform minor plan checks; review, log-in, and coordinate routing of various plans and permits ensuring follow-up design review items are submitted.
- Perform duties of staff liaison to the Architectural and Site Control Commission including, but not limited to, preparation of agendas, staff reports, hearing

notifications and follow-up on action items; perform plan reviews for zoning and conditions as set forth by the ASCC; coordinate review and routing of plans and permits; ensure all required documents and all ASCC follow-up items are submitted and complete; prepare all permit issuance documents and letters; coordinate pre-construction meetings.

- Provide front counter assistance to residents, general public, vendors, contractors, architects or other professionals or office visitors and provide information within area of assignment; respond to requests for information and distribute appropriate forms, manuals, pamphlets or documents; accept applications and documents.
- Calculate, receive and process fees for permits, documents, and other payments as required.
- Serve as Planning Department representative for building permit pre-construction meetings; explain planning approval conditions and regulations.
- Monitor Town's computer network system and data backup procedures; serve as liaison between staff and computer consultants.
- Oversee Construction Traffic Road Impact Fee accounts; track Construction Traffic Road Impact Fee on spreadsheet; calculate and distribute fees according to impact on individual streets; provide reports as requested.
- Oversee Fund 96 deposit accounts; review and approve payments to consultants; track expenditures to ensure sufficient funds are on deposit; request additional funds to cover expenses; authorize refunds.
- Serve as green building contact for the Town; represent Town at County Green Building Committee meetings; write quarterly green topic articles for the Town's website and assist public, architects, etc. with green building inquiries and education.
- Respond to the less complex code enforcement issues such as those pertaining to construction hours and construction staging.
- Conduct project inspections to ensure conformance with conditions and ordinances.
- Oversee the Town's Construction and Demolition Debris ordinance, including debris calculations, account management, and recycling compliance.
- Update and maintain a variety of planning related databases.
- Create and plot maps and gather geographic data utilizing the Town's Geographic Information System.
- Answer multi-line telephone and route calls to appropriate personnel; provide information on departmental and Town policies and procedures as required.
- Type, proofread and word process a variety of correspondence, letters, forms, minutes and documents from rough drafts, verbal instruction; compile data and prepare various reports.
- Perform basic research, data gathering and basic analysis for written reports for staff and the public.
- Develop and maintain filing systems and records; modify systems as appropriate.
- Build and maintain positive working relationships with co-workers, other Town employees and the public using principles of good customer service.

EXAMPLES OF MARGINAL DUTIES:

- Assist in a variety of department operations and perform special assignments as assigned.
- Respond to emergency situations as required.
- Attend and participate in-group meetings; stay abreast of new developments within assigned area of responsibility.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Planning Technician I

Knowledge of:

- Principles and practices of land use permitting. Proper use of English for business and report writing; proper use of spelling, punctuation and grammar
- Modern office procedures, methods, and computer equipment.
- Office administrative practices and procedures
- Customer service principles.

Ability to:

- Learn, interpret, apply, and explain basic local, state, and federal regulations and standards related to land use.
- Read and understand general construction plans, maps, and specifications to ensure accuracy.
- Perform responsible administrative work involving the use of independent judgment.
- Correctly interpret, apply and enforce Town policies and procedures.
- Research, compile, analyze, interpret and prepare a variety of reports.
- Prepare correspondence and memoranda.
- Make accurate mathematical calculations.
- Effectively respond to requests and inquiries from staff and the general public.
- Understand and follow oral and written instructions.
- Work independently with limited supervision.
- Communicate clearly and concisely, both orally and written.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Operate modern office equipment (e.g., computers, copy machines, faxes, etc.).

- Type or enter data on a computer at a speed necessary for successful job performance.
- Maintain accurate records and files.
- Prioritize work, perform multiple tasks simultaneously and meet deadlines.

Experience and Training

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

Experience: One year of increasingly responsible experience in planning, zoning, land subdivision, and/or construction concepts.

Training: Graduation from an accredited college or university with a Bachelor's degree in planning or related field.

License or Certificate: Possession of, or ability to obtain, valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis. ICBO Permit Technician Certificate desired but not required.

Planning Technician II

In addition to the qualifications for the Planning Technician I:

Knowledge of:

- Municipal Code, Town's General Plan, and pertinent local, state, and federal laws, codes, and regulations.
- Principles of basic blueprint and map reading.
- Principles and procedures of financial record keeping and reporting.
- Modern office procedures, methods, and computer equipment including Geographic Information System.

Ability to:

- Know and understand all aspects of job.
- Interpret, apply, and explain advanced regulations and standards related to land use.
- Understand complex construction plans, maps, and specifications.
- Respond to and assist in the resolution of difficult and sensitive development related inquiries and complaints.

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

Experience: Two years of increasingly responsible experience performing technical planning duties similar to that of a Planning Technician I with the Town of Portola Valley.

Training: Graduation from an accredited college or university with a Bachelor's degree in planning or related field.

License or Certificate: Possession of, or ability to obtain, valid California driver's license. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis. ICBO Permit Technician Certificate desired but not required.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens; public contact.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; lifting and carrying weight up to 10 pounds; reaching; extensive use of computer keyboard; near visual acuity for composing reports using a computer.