



## ***STAFF ASSISTANT/PLANNING TECHNICIAN JOB DESCRIPTION***

### **GENERAL STATEMENT OF DUTIES:**

Assists with the overall operations of the Planning Department including: secretarial and clerical support functions relating to the activities and operations of various boards, commissions, and departments; word processing, maintenance of files, and processing forms/records; and technical aspects of land use and development. Works with developers, property owners, other City Departments, and the general public in regard to land use and code enforcement issues. The job requires knowledge of office policies and procedures. Performs related work as required.

### **SUPERVISION RECEIVED:**

Works under the general direction of the Planning Director who reviews work for conformance with policies and procedures.

### **EXAMPLES OF DUTIES:**

1. Performs a variety of general secretarial and clerical duties in support of various boards, commissions, and departments of City government, including word processing a variety of reports, letters, minutes, and other documents.
2. Maintains, updates, and retrieves a variety of records and files related to department operations and activities, including case logs.
3. Provides assistance and information to the public and other City departments on planning, land use, and code enforcement matters. Answers telephone and assists the public at the counter to include explanation of policies and procedures, distribution of forms, applications, and informational materials. Processes incoming and outgoing mail.
4. Prepares and distributes agendas, staff reports, public notices and related information to the public and to members of various boards, commissions, and committees.
5. Attends, records, and prepares minutes of board, commission, and committee meetings. May occasionally attend, record, and prepare minutes of City Council meetings.
6. Reviews minor land use applications for compliance with State and local codes, laws, and regulations, and reviews zoning clearances for minor projects, including single-family residences, additions, remodels, home occupations, signs, re-roofs, and business permitting.
7. Maintains address files, subject area files, and microfiche records. Coordinates address assignments and road name clearances for new development with the Fire Department.

8. Operates a variety of standard office equipment including typewriter, computer, printer, copier, office software programs, telephone, and transcription equipment.
9. Assists in the preparation of reports and recommendations on planning permits, including variances and conditional use permits.
10. Assists with a variety of code compliance activities including zoning, land use, housing, parking, and nuisance abatement.
11. Assists in the preparation of environmental studies in accordance with the California Environmental Quality Act.
12. Maintains official maps, records, and files related to areas of responsibility.
13. Performs related work as required.

**KNOWLEDGE, SKILLS, AND ABILITY:**

Basic knowledge of office practices and procedures including: filing and the operation of basic office equipment; proper business English, including vocabulary, grammar, spelling, and punctuation; business letter writing and standard format for typed materials; basic record keeping principles and practices; and the basic policies and operating procedures of the department to which assigned.

Ability to: perform detailed clerical work accurately; organize and maintain office files; produce routine correspondence from brief instructions; to type accurately at a minimum of 60 wpm from printed copy; to operate a variety of office and communications equipment; to perform arithmetical calculations using basic mathematics; to understand and follow verbal and written instructions; to use initiative and sound independent judgment within established guidelines; to prioritize work while conducting multiple tasks, and to establish and maintain effective working relationships with co-workers and those contacted in the course of the work.

Knowledge of the basic principles and practices of planning, zoning, and code enforcement; and the ability to interpret regulations, provide excellent customer service, and to communicate clearly and concisely in a courteous and helpful manner. Employee must have the ability to get along with co-workers and interact with the public. Employee must have the ability to drive a vehicle.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Bending, stooping, kneeling, reaching, lifting, and carrying approximately 25 pounds at waist high level. Frequent sitting, some standing and walking required. Extensive use of computer terminal and keyboard. Moderate to high requirement for hand coordination, visual ability, and cognitive abilities. Must tolerate moderate noise levels and interruptions in an open office environment. Works indoors in controlled conditions.

**EXPERIENCE AND TRAINING:**

A Bachelor's Degree from an accredited college or university in planning or a closely related field is highly desirable; two years of work experience in a related professional capacity; or any combination of education, training, and experience which provides the required knowledge, skills, and abilities.

**SELECTION GUIDELINES:**

City application required; rating of education, certifications, and experience; oral interview, job-related tests; successful completion of pre-employment physical and Live Scan background check.

**PROBATIONARY PERIOD:**

Employees must complete twelve (12) months of probation at a satisfactory level prior to gaining permanent status.

The duties listed above are not intended to be all-inclusive. An employee may also perform other reasonable related business duties as assigned by his/her immediate supervisor. This position is considered non-exempt.

**This position description is subject to change by the City as the needs of the City and requirements of the position change, in accordance with applicable personnel rules and procedures.**