

CITY OF FONTANA PLANNING TECHNICIAN

DEFINITION: Under general supervision from higher level planning staff, performs a variety of technical and administrative duties involved in providing assistance and support to the professional planning staff and the public regarding land use, zoning administration, and socio-economic data.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Assist the professional planning staff and the general public by providing General Plan use, zoning and demographic and land use information at the public counter, over the telephone, and electronically.
- Respond to public records requests received from the office of the City Clerk.
- Prepare graphics and technical drawings for presentations to the City Council, Planning Commission and various Boards.
- Prepare, update and maintain development applications, maps, displays and related materials for distribution at the public counter.
- Assign addresses to tract maps; update specific plan amendments, development standards and graphics.
- Accept and review land development applications at the public counter and distribute applications to various personnel for appropriate processing.
- Review and process sign applications; prepare correspondence to developers relating to addresses, sign reviews, statues on various projects, and land development project information.
- Check plans for compliance with code, zoning, and development requirements for permit approval.
- Meet with consultants, contractors and the general public and prepare correspondence related to development projects.
- Maintain automated tracking system, record keeping, project files, permits, maps, other materials and records
- Prepare and assemble reports involving statistical data and land use data.
- Work effectively in a high volume, fast paced environment; work independently in the absence of supervision.
- Serve the public by answering questions and providing information on planning related matters.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position

requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES

Qualifications for this position shall include a combination of experience and training in the planning field. The employee must have the knowledge of:

- Basic principles of urban planning and related disciplines
- Economic principles and statistical methods.
- Read and interpret building plans, site plans, building elevation plans, and grading plans.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office procedures, methods and computer equipment.

Ability to:

- Perform a variety of technical planning duties under minimal supervision.
- Ability to relate to difficult people.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Understand and follow oral and written instructions.
- Independently research background information for planning studies.
- Work independently in the absence of supervision.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Communicate effectively, both orally and in writing.

Experience: One year of increasingly responsible experience related to planning, architectural or engineering.

Education: Equivalent to completion of the twelfth grade supplemented by specialized training in planning, building or a related field is desirable.