Bargaining Unit:

FLSA:

Covered 6355

Position Number:

PLANNING TECHNICIAN II

DEFINITION

Under general supervision, to perform the more complex technical planning support work; to ensure compliance with zoning rules and standards, to review building permits, lot mergers, boundary adjustments, lot splits, site plan approvals, and other land use documents; to process planning and land use applications; to prepare assigned reports; to perform field inspections and gather data; to provide public information; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the second working level in the Planning Technician class series. Incumbents perform a variety of the more complex technical support for professional planning staff and City Planning functions and operations. This class is distinguished from Planning Technician I by the fact that Planning Technician II's perform a broader range of more complex functions including zoning enforcement and staff support for the Design Review Commission.

REPORTS TO

City Planner.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Provides staff support for the Design Review Commission, including reports, minutes, and presentations; reviews building permits and business license applications for compliance with zoning requirements; process a variety of planning and land use documents; prepares public hearing notices and parcel lists for public hearings; prepares a variety of charts and graphs to provide illustrations for planning studies, reports, and presentations; provides zoning and code enforcement support for the Planning Division, making field investigations and gathering data as necessary; processes routine planning applications, providing advice and assistance to applicants; provides a variety of support and assistance with the preparation of planning studies and reports; answers public inquiries regarding planning issues, permit procedures, and zoning.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; sufficient manual dexterity and eye-hand coordination to prepare drawings, maps, charts, and illustrations; corrected hearing and vision to normal range; verbal communication; lift and move objects weighing up to 25 pounds; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; frequent contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

City planning and land use issues and policies.

Functions of planning and land use boards and commissions.

Personal computers and software applicable to planning support work.

Data gathering and analysis.

Permit application procedures and review processes.

Graphic illustration and presentation.

Ability to:

Perform a variety of complex, technical planning support work.

Provide staff support for an assigned land use function.

Prepare a variety of charts and graphic illustrations.

Review permit applications for completeness and conformity with requirements.

Collect, compile, and analyze field data and information.

Assist with the preparation and prepare a variety of planning and zoning reports.

Read and understand planning and zoning laws and ordinances.

Operate a personal computer and use appropriate software in the performance of technical planning support work.

Maintain a variety of records and files.

Effectively represent City Planning and Land Use functions in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other City staff, and other agencies.

Establish and maintain cooperative working relationships.

PLANNING TECHNICIAN II - 3

<u>DESIRABLE QUALIFICATIONS</u> (continued)

Training and Experience:

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

Completion of an Associate degree in geography, graphic design, business, or a related field and two years experience as a Planning Technician I with the City of Merced.

Special Requirements:

Possession of a valid and current California Driver's License.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

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APPROVED

Chairperson, Personnel Board

DATE

June 12, 2000