



**CITY OF AZUSA**  
invites applications for the position of:

## **Planning Technician**

**SALARY:** \$3,998.31 - \$4,811.27 Monthly

**OPENING DATE:** 08/28/17

**CLOSING DATE:** 09/18/17 05:30 PM

### **DEFINITION:**

Under general supervision, performs a variety of technical and administrative tasks related to City planning; answers questions at the public counter and by phone; receives and reviews plans and applications for completeness; gathers, analyzes, and summarizes data; performs related duties as required.

### **CLASS CHARACTERISTICS**

This is the journey level in the sub-professional planning series. Positions in this class perform advanced drafting, office, and field work which require the application of general planning knowledge to various municipal planning projects.

### **ESSENTIAL FUNCTIONS:**

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Assists and advises the public in the preparation and filing of applications for zoning changes, variance permits, tentative tract and parcel map approval, site plan and design review, residential development use permits, and other requests for services.

Reviews applications for completeness and accuracy; analyzes requests to ensure compliance with applicable laws, regulations, and policy; writes recommendations for project approval.

Prepares or assists in the preparation of staff reports and agenda packets; provides assistance and makes presentations to the Planning Commission, Cultural and Historic Preservation Commission, and/or any other Community Development-related boards and commissions as requested; attends and takes minutes for Planning Commission, Cultural and Historic Preservation Commission, and/or any other Community Development-related boards and commissions meetings, including evening meetings, as requested.

Deals directly with the public and over the phone, responding to inquiries and answering routine questions concerning zoning, land use, the general plan, and current projects.

Prepares or updates all maps relating to the planning process, including zoning and general plan maps, vicinity maps, and others required by special circumstances; prepares according to specified scales using a variety of drafting equipment.

Prepares various maps, charts, graphs, and "power point" for presentations; uses tools necessary for proper presentation; has basic knowledge of Geographic Information Systems (GIS) and the ability work with the system.

Conducts field surveys for development projects; tabulates and maps results; inputs data to computer.

Maintains departmental files, exhibits, and library; makes blueprints and other reproductions; maintains control over the checking in and out of plans.

Performs land use field surveys; tabulates and maps results; inputs data to computer; may prepare or assist in the preparation of staff reports.

### **MARGINAL FUNCTIONS**

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

### **QUALIFICATION GUIDELINES:**

#### **Education and/or Experience**

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include an Associate's degree (or equivalent) in a related field, supplemented by college level course work in planning with two years of experience in planning, zoning, and/or environmental issues. A Bachelor's Degree from an accredited college or university in Urban Planning or a related field is preferred.

#### **Knowledge, Skills and Abilities**

Considerable knowledge of planning practices, and techniques; maps and report preparation; general office procedures. Ability to communicate clearly and concisely, both orally and in writing; keep accurate records; analyze data and information; communicate effectively with a variety of personnel and establish/maintain effective working relationships; understand, explain and apply policies and procedures; interpret and apply rules, regulations, legislation and policies; understand and follow verbal and written directions; work independently; perform mathematical computations; operate a computer and use of a variety of computer software; operate a variety of office equipment; prepare an interpret maps; calculate and convert map scales.

#### **Special Requirements**

Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.

Ability to attend evening meetings for Planning Commission, Cultural Historic Preservation Commission, and/or any other Community Development-related boards and commissions meetings.

### **PHYSICAL, MENTAL, ENVIRONMENTAL CONDITIONS:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 25 pounds); to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard with a typing speed of 35 net wpm; and to verbally communicate to exchange information.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://ci.azusa.ca.us>

213 E. Foothill Blvd.  
Azusa, CA 91702  
626-812-5027  
626-812-5241

[hrapps@ci.azusa.ca.us](mailto:hrapps@ci.azusa.ca.us)

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Position #17-37  
PLANNING TECHNICIAN  
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