

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **PLANNING TECHNICIAN I**

DEPARTMENT: **PLANNING**

BASIC FUNCTION:

Under general supervision, to perform a variety of technical work related to current planning; and to do related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is the entry-level class in the technical planning series. Positions in this class are normally considered to be in a training status and perform a variety of technical planning related duties requiring technical training and education, but little practical experience. Following successful job performance and personal development, reassignment to the Planning Technician II level may be expected. This class may be distinguished from the next higher class of Planning Technician II by the level of experience and independent work skills required.

KEY RESPONSIBILITIES:

Assist in gathering and tabulating data on population, land use, subdivision and community design.

Participate in the processing of use permits, variances and minor zoning applications.

Check building, grading and minor subdivisions plans for appropriateness of site, of lot size and setback.

Obtain names and addresses of property owners from county assessor's records for public hearing notices.

Assist public in completing applications for use in special permits, variances and reclassifications.

Make land use field investigations.

Conduct field inspections for permit approvals and compliance with zoning regulations and codes.

Prepare notices regarding violations and conduct inspections to assure compliance.

Design and draw a variety of maps, charts, and other graphic representations.

Answer questions from the public, meet and correspond with property owners regarding zoning requirements.

Check final maps to see if all conditions for the development are met, and submit to department head for final approval.

Prepare simple written staff reports.

Conduct on site environmental review and complete necessary form indicating findings.

Provide information to the general public at the development processing counter.

REPORTING RELATIONSHIPS:

This position reports to a Senior Planner and/or Principal Planner and does not supervise.

QUALIFICATIONS:

Knowledge of:

Property description and requirements pertaining to preparation and maintenance of property maps.

Methods, practices, techniques and instruments used in drafting.

Skills related to the design and layout of development plans.

Some knowledge of the principles and practices of municipal planning.

Skills in:

Public contract.

Ability to:

Read and prepare maps, sketches, charts, graphs, and other graphic representations to be used for illustration in reports and for display at public hearings.

Understand and carry out oral and written directions.

Establish and maintain cooperative relationships with those contracted in the course of work.

Communicate clearly and concisely, orally and in writing.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

One year or work experience in a responsible position, preferably related to planning; and

Equivalent to completion of the twelfth grade.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, a valid California Driver's License may be required for some positions.

PHYSICAL STANDARDS:

Positions in this class are typically situated in a standard office environment resulting in little exposure to the weather and requiring no unusual physical abilities.