



JOB TITLE: Development Services Technician I/II - Planning

Department: Development Services
FLSA Status: Full-time Non-Exempt
Prepared By: Jessaca Lugo, City Manager
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SUMMARY:

As a Development Services Technician I/II - Planning, you will play a crucial role in supporting the planning and development processes within our organization. This position requires a strong analytical mindset, organization skills, excellent communication skills, and the ability to collaborate with various stakeholders.

Under close supervision, positions in this class perform clerical/technical work related to public assistance and general support of the activities of the Development Services Department, paraprofessional planning work in the administration of zoning regulations, and explaining local ordinances to the public.

Distinguishing Characteristics

The Development Services Technician I - Planning is the entry and trainee level in the Planner series. Incumbents perform routine paraprofessional, technical field, and office work and are responsible for duties associated with providing routine counter assistance to customers in the Development Services Department.

Employees in this class may advance to the Development Services Technician II/III level upon meeting the requirements of that classification, completing a minimum of one year of satisfactory performance as a Development Services Technician I/II with the City of Shasta Lake, and upon the recommendation of the Department Director.

Incumbents in this class report to the Senior Planner or other higher-level personnel. The Development Services Technician I/II/III - Planning is distinguished from the next higher class of Assistant Planner in that the latter performs complex and professional tasks in providing the public with information on land use policy and regulations as well as preparing complex environmental documents and/or processing land development plans.

As requisite skills and knowledge are developed, incumbents are expected to perform more complex work assignments and exercise independent judgment.

Examples of Duties, Knowledge, and Abilities

Duties may include, but are not limited to, the following:

- Assist professional planners in the collection and tabulation of data for specific projects from existing property descriptions, maps, reports, and field surveys
- Review development applications for completeness
- Conducts field investigations, or other research to verify complaints of alleged violations of land use and zoning ordinances and regulations
- Research information on property ownership and boundaries; plots subdivisions and rezoned areas on land-use maps
- Receive and process applications for rezoning, general and specific plan amendments, use permits, environmental review, variance, and related planning items; communicate with applicants regarding their application and any further materials or fees that are needed to continue processing.

- Perform related duties as assigned
- Answer routine telephone and front-counter inquiries regarding zoning and General Plan designations of property, and routine land use regulations
- Process and maintain a variety of forms and other documents calling for review or development of data and the use of clerical procedural steps and thorough knowledge of program structure
- Review and Process over-the-counter permit applications
- Serve as the administrative support for the Planning Division
- Prepare written reports and correspondence, such as confirmation of zoning letters, and post public notices
- Calculate impact and planning fees
- Maintain records and publications, including both residential and commercial plan libraries and perform general filing
- Collect cash and other forms of payment for building and planning permits, licenses, and citations
- Research property history and related issues and provides information to the appropriate City staff member
- Act as the clerk of the Planning Commission

In addition to the tasks of the Development Services Tech I, the Development Services Tech II will be responsible to:

- Provide information regarding planning, zoning, permit requirements, land use, and other related processes to the public, builders, engineers, contractors, and architects at a public counter or on the telephone
- Apply City ordinances, rules, and regulations related to the development process
- Perform planning review on initial submittals for commercial, industrial, and residential projects for completeness and compliance with City zoning and planning regulations
- Perform initial checks for completeness of parcel maps, subdivisions, and various other drawings

Knowledge of:

- Applicable local laws, ordinances, regulations, policies, and procedures related to the Development Services Department
- Basic research methods and procedures
- Techniques used in compiling and interpreting data, and presenting it in graphic forms
- Fieldwork and research techniques and procedures including but not limited to determining property ownership and zoning background
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to the area of assignment
- English usage, spelling, grammar, and punctuation

Ability to:

- Review planning applications for compliance with procedural requirements
- Develop and maintain cooperative, effective working relationships with the public
- Communicate clearly and concisely, both verbally and in writing
- Compile data from various sources
- Apply customer service skills, including the identification of customer needs and follow-up to ensure customer commitments have been met
- Prepare and verify the accuracy of computations and plot information obtained from plans, and check lot dimensions and street widths against recorded maps.
- Prepare monthly and/or quarterly reports on all Planning Division activities
- Performs related duties, as required.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Two years experience in relevant, progressively responsible clerical work
- Knowledge of building, planning, and land development terminology
- Communicate effectively, both orally and in writing.
- Interpret and explain policies and procedures.
- Establish and maintain effective working relationships.
- Prepare reports.
- Prepare and maintain records, files, and reports.
- Operate office equipment.
- Meet schedules and timelines.
- Understand and follow oral and written directions.
- Operate software programs, particularly Microsoft Outlook, Word, and Excel.

PREFERRED QUALIFICATIONS AND EXPERIENCE:

- Successful completion of coursework from an accredited college or university in public administration, ecological studies, environmental planning and management, environmental studies, geography, natural resources, urban or regional planning, or other closely related topics.

CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid California Class C driver's license.
- Every individual holding this position must possess and maintain all certificates, licenses, and registrations required by law at the current time or in the future.

PHYSICAL DEMANDS:

- The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee regularly works in both inside and outdoor conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually moderate.