

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: PLANNING TECHNICIAN I
DEPARTMENT: PLANNING AND BUILDING SERVICES
REPORTS TO: CHIEF PLANNER

CLASS CODE: 23036
FLSA STATUS: N
DATE: 02/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs paraprofessional, office and field work involving planning, zoning, and land use issues; assists professional planners with technical and administrative research related to County planning. This work consists of technical duties at the entry level. Initially incumbents work under close supervision, as they increase their skills and knowledge they begin working under less supervision and performing higher level duties in a training capacity.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Assists professional planning staff with technical and administrative work related to code, ordinance, and regulation requirements.

Interprets County codes related to planning, zoning, and land use issues.

Reviews building permits and requests for business licenses for compliance with zoning codes and ordinances.

Prepares reports for land use permits.

Assists in the conduct of studies and the preparation of reports related to planning, zoning, and land use activities.

Compiles and catalogs information, data, and documents relevant to environmental and natural resources for use in planning activities.

Prepares maps, charts, and graphs for visual presentations related to planning activities and operations.

Conducts surveys of public and private land uses.

Serves as information resource for the public regarding use permits, variances, rezoning, land divisions or other related planning matters.

Processes use permits, boundary line adjustments, agricultural preserves, rezonings and variances.

Consults with and makes recommendations to professional staff regarding planning, zoning, and land use activities.

Reviews and updates planning manuals, books and references when changes in code requirements and procedures occur.

Initiates, processes, and assigns names to private roads and addresses within the County.

Assists with the maintenance of County address and private road name systems.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	General Office Equipment	Camera Tape Recorder	Vehicle
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from an accredited two-year college or technical school; and,

One to two years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles, practices, and techniques utilized in drafting and mapping duties.

All applicable state, federal and local ordinances, laws, rules and regulations.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to prepare clear and accurate reports.

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to read and interpret maps, charts, and graphics utilized in planning activities.

While performing the essential functions of this job the employee is frequently required to sit, stand, walk, use hands to finger, handle, or feel, reach with hands and arms, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds.

Working Conditions:

Work is performed primarily in a normal office environment with occasional exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.