

**City of Sebastopol**  
**Job Description**

**Job Title:** Planning Technician  
**Division:** Planning  
**Department:** Planning  
**Location:** City Hall  
**Shift:** As Assigned  
**Reports To:** Planning Director  
**Prepared By:** Planning Director  
**Approved By:** City Council  
**Approved Date:** 2/21/2023  
**FLSA Status:** Non-Exempt

**PURPOSE**

Under the general direction of the Planning Director, performs a variety of routine to complex administrative and technical duties related to the issuance of planning permits and in support of related services and activities of the Planning Department; explains ordinances, requirements, and City codes and department procedures to architects, engineers, builders, homeowners, and the general public pertaining to land development and improvement, permit requests, and concerns; and performs related technical and administrative work as required.

**DISTINGUISHING CHARACTERISTICS**

This is an entry-level professional classification in the planning classification series that performs both routine and complex technical and administrative work in processing and reviewing applications related to planning, zoning, land development and building permits. The incumbent is expected to possess knowledge of basic principles, practices, and procedures related to city and regional planning, land development, zoning ordinances, site planning, and architectural design and be able to convey this information to the public and other City personnel. This class is distinguished from office administrative support classifications by the performance of professional level planning work evaluating applications and the performance of difficult, technical, and/or specialized duties that require application of a larger base of technical knowledge and skill.

**SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Planning Director; technical and functional direction may be provided by other Planning Department professional staff.

**TYPICAL JOB DUTIES** include but are not limited to the following. Other duties may be assigned.

- Serve as first line of contact to internal and external customers on planning and use application related issues, and provide information and direction to the public related to the permit process via phone, email, and counter work
- Receive, review, and process a variety of planning and use applications, including review of applications for completeness and compliance with appropriate regulations and policies
- Review, interpret, and provide information and direction to the public regarding applicable local, State and Federal regulations, codes, ordinances, documents, standards, and guidelines, including the General Plan, Zoning Ordinance, Subdivision Ordinance, and other City regulations
- Review plan or other permit submittals from applicants to ensure compliance with application requirements
- Calculate and collect fees for submittals and process payments by customers
- Perform plan check for building permits for compliance with zoning requirements
- Track submittals through the review process

- Maintain a variety of files and records
- Participate in analyzing and researching land use data and trends
- Read and interpret basic site and architectural plans, maps, architectural drawings, zoning maps, Assessor's Parcel Maps, and similar maps
- Prepare written reports, including staff reports, findings, and determination letters for less complex applications (signs, tree removal, temporary use permits, administrative review permits, adjustments, film permits, vacation rentals, etc.)
- Perform a variety of routine and complex office, administrative, and technical support tasks, and duties, including organization and coordination of work
- Assist with project management and contract administration as required, including setting priorities and meeting deadlines
- May attend meetings of various commissions, committees and other bodies or pertaining to special projects, and may serve as staff liaison to committees
- Perform other research using property ownership, zoning, and other property requirements
- Prepare and distribute public hearing notices, ensuring that required notice requirements are met
- Establish positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and members of the public
- Work collaboratively with other City employees as well as board and commission members
- Perform other duties as assigned

## **KNOWLEDGE, SKILLS and ABILITIES**

Knowledge of:

- Basic principles, practices, and procedures related to City and regional planning, development, and zoning administration.
- Concepts and current norms for land use
- Researching and reporting methods, techniques, and procedures
- Basic mathematical and statistical principles
- English usage, spelling, grammar, and punctuation
- Office methods and equipment including filing systems
- Terminology, methods, practices, and techniques of drafting, graphics, and printing

Ability to:

- Read and record planning and building documents (maps, plans, elevations) and related figures, symbols, notations, and map coordinates, accurately
- Understand and follow oral and written instruction and sketches.
- Operate a variety of common and specialized office machines
- Graphically convey data and planning proposals in the form of maps, charts, and graphs.
- Make, understand, and record mathematical and statistical computations accurately.
- Establish and maintain effective working relationships with a broad cross section of people
- Convey ideas in a persuasive and understandable manner
- Communicate orally and in writing clearly, concisely, and effectively in English
- Deal tactfully and courteously with City visitors, planning department customers, other stakeholders, and City and County staff

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Qualified candidates for the position of Planning Technician will have knowledge of basic principles, practices, and procedures related to city and regional planning, development, zoning administration, site planning, environmental sustainability, and architectural design. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and EXPERIENCE**

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

### **Experience:**

Two (2) years of responsible administrative experience involving extensive public contact and document processing of which one (1) year involves reading and interpreting plans, preparing permit application files for review, or other permitting activities, preferably with a public agency.

### **Education:**

High School Diploma or equivalent and post high-school coursework, training, or experience in city or environmental planning, geography, public policy, public administration, or similar area.

An Associate's or Bachelor's degree, or completion of two years of college-level coursework or training in city planning, geography, architecture, landscape architecture, public policy or public administration is desirable.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of, or ability to obtain, a valid California Driver's license.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations. Ability to write clear, concise, and effective reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as proportions, percentages, square footages; area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **OTHER QUALIFICATIONS**

Ability to communicate clearly to the public on matters related to planning; perform research under minimal direction; write clearly and concisely; read basic site and building plans and maps, such as Zoning Maps, Assessor's Parcel Maps, and similar planning-related maps. Ability to interact in a positive and helpful manner with members of the public, City staff, and other agencies; possession of a strong work ethic and sound organizational skills. Need to be able to type, use PC-based word-processing software, and have basic computer skills. GIS or other permitting or planning software skills a plus.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by

this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.