

CITY OF LOS BANOS

Job Description

POSITION TITLE	PLANNING TECHNICIAN
DEPARTMENT	COMMUNITY & ECONOMIC DEVELOPMENT
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

DEFINITION

To perform a variety of administrative work in support of Planning and Economic Development functions.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Community & Economic Development Director and general supervision from the Associate Planner.

EXAMPLES OF ESSENTIAL DUTIES

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

- Reliable and dependable attendance and punctuality.
- Coordinate activities with other agencies and sectors of the community.
- Research for and prepare a variety of reports.
- Prepare and maintain various databases and filing systems; track a variety of information and projects.
- Process business licenses.
- Maintain a variety of files, forms and miscellaneous documents and materials.
- Prepare, maintain and file a variety of letters, reports and miscellaneous materials.
- Type a wide variety of material from rough draft copy, notes, verbal instructions or transcribing machines.
- Assist with special projects as assigned.
- Review project submittals for completeness.
- Administer grants such as Neighborhood Stabilization Program, Microenterprise, Rehab, First Time Home Buyers Program and Business Assistance.
- Research and provide data and maps from GIS (Geographic Information System).
- Prepare address notifications and notify various departments and agencies of address changes.
- Prepare and maintain project billing.
- Prepare and distribute planning commission agendas.
- Research information and assist with preparation of staff reports
- Attend and provide support at planning commission meetings; record meeting minutes.
- Answer general questions and provide information to the public.

- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Knowledge of:

- Modern office procedures, methods and computer equipment.
- Basic methods of record keeping, including personal computer uses related to spreadsheet and database applications.
- English usage including spelling, punctuation and grammar.
- Principles and practices of good customer service.

Ability to:

- Intermittently review documents related to department operations; observe, identify and problem solve office operations and procedures; explain operations and problem solve office issues for the public and with staff.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and intermittently carry weight of 10 pounds or less.
- Research and prepare detailed and comprehensive reports.
- Exercise independent judgment.
- Establish and maintain cooperative relations with those contacted during the course of work.
- Interpret pertinent laws and City department policies and procedures.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license.
- Two (2) years of advanced clerical experience in an office setting that involved providing customer service.
- Type at a speed of 45 NWPM.

10/17