

## CITY OF BURBANK

### PLANNING TECHNICIAN

#### DEFINITION

Under direct supervision, to assist professional planners in performing a variety of planning and routine office clerical duties in a planning environment; and perform related work as required.

#### ESSENTIAL FUNCTIONS

Reviews planning project and permit applications and plans for completeness and for compliance with applicable codes; processes and approves applications and non-structural plans necessary for the issuance of a variety of permits; advises applicants regarding planning and zoning information and proceedings; responds to customer inquiries related to planning, zoning, and permit requirements, procedures, and policies, and other public information at the public counter, by telephone, and by electronic mail; calculates and collects fees; works with developers on routine zoning matters; maintains logs of plans and applications submitted; files, routes, and tracks applications and permit documents to City departments and staff, and coordinates with other regulatory agencies; notifies applicants regarding plan corrections; issues a variety of permits; maintains public files and records and performs records searches; composes correspondences; prepares reports; conducts site inspections and field investigations; operates a computer workstation to input and retrieve information; works with supervisors and professional planners in more complex planning work; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards

- Knowledge of – understanding the techniques of preparing plans, maps, graphs, and charts; basic zoning and planning concepts and codes; basic understanding of maps and plans; basic mathematics as applied to the calculation of fees and review of plans; record keeping and practices; office procedures and methods; applicable computer hardware and software.
- Skill in - word processing, database, spreadsheet, and presentation software programs.
- Ability to – communicate clearly and concisely, both orally and in writing; assess customer needs and make recommendations; assist in the design, delivery and evaluation of business processes and customer management; learn new software programs including Geographic Information Systems; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** High School graduation or equivalent and one year of experience in reviewing planning project or permit applications and plans; or two years of public counter or related experience in a planning department or similar public agency. NOTE: Education in planning or a related field may substitute the required years of experience on a year-for-year basis.

**License & Certificates:** A valid California Class “C” Driver’s License or equivalent at time of appointment.

#### SUPPLEMENTAL INFORMATION

**Desirable Qualifications:** A two-year college degree in a related field is desirable.