



CITY OF CHINO

Planning Technician

Definition:

Under general supervision, performs technical work involving the processing of permit applications, calculating fees, issuing permits, reviewing development plans for zoning compliance and completeness; coordinates and monitors various permits being processed; provides information to developers, contractors, homeowners, members of the public and private agencies at the counter and by telephone; maintains related files and records; and performs related work as assigned.

Class Characteristics:

The Planning Technician is expected to work within a framework of established procedures and perform a full range of duties with only occasional instruction or assistance. Positions at this level frequently work outside the immediate proximity of a supervisor. Work is normally reviewed only on completion and for overall results.

Essential Functions:

- Assist the public at the counter, processing plans, forms and permit applications for zoning procedures, and entitlements.
- Review permit applications, plans and specifications for compliance with applicable codes and standards; calculate fees in accordance with established fee schedules; input information into a computer.
- Advise developers, contractors, homeowners, members of the public, and private agencies at the counter and by telephone on matters pertaining to zoning codes, plan requirements, specific plan regulations, permit and plan checking procedures, and other information required by law.
- Maintain permit forms and handout materials related to permit requirements and issuance, and provide clerical assistance.
- Respond to inquiries and provide information related to permit procedures, policies, and functions at the counter and over the telephone.
- Coordinate the tracking, routing, and filing of plans and permits for the Development Review Committee.
- Calculate and determine a variety of fees for permits, taxes, and other charges.
- Maintain records and logs of plans and applications submitted; direct the filing and routing of plans and permits to appropriate City departments and staff.
- Work with planners to complete permit applications, and track various permits being processed.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).

Experience:

- Two years of permit issuance experience in a municipality or similar organization which requires the interpretation and application of policies, rules, and regulations (desirable), or
- Four years of increasingly responsible professional-level clerical experience requiring the application of policies, rules, and regulations (desirable).

Knowledge of:

- Processes and procedures associated with various zoning permits, record keeping and records management practices.
- Zoning codes and requirements.
- Data processing systems/applications.

Ability to:

- Understand, explain, and apply policies and procedures.
- Work effectively and independently in the absence of direct supervision.
- Quickly and accurately perform basic mathematical computations.
- Understand and follow verbal and written directions.
- Communicate effectively, both verbally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Maintain related files and records.
- Establish and maintain cooperative working relationships.
- Operate a variety of office equipment and a computer utilizing a variety of software programs.

Special Requirements:

- Knowledge of Geographic Information Systems (GIS) and computer-based permit issuance and tracking systems is desirable; the ability to learn those systems is essential.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Planning Technician

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Depending upon assignment, SBPEA (Professional, Technical and Clerical) or Part-time/Temporary/Seasonal

Revised: 6/22/15

Replacing Planning Technician classification specification dated 10/27/06.