CLASS TITLE: PLANNER I

BASIC FUNCTION:

Under the direction of the Planning Division Manager, perform a variety of responsible planning and research tasks for project reviews; answer questions regarding planning and building permits, zoning information, and the appropriate completion of application forms for the Planning and Building Inspection Department.

DISTINGUISHING CHARACTERISTICS:

The Planner I class works under supervision and performs planning and research tasks for project reviews for other Planners. Incumbents prepare graphic presentations and maps and respond to questions from the public regarding permits, zoning and policies and procedures of the department. The Planner II classification performs the duties of the Planner I and performs more extensive and complex review, research and report preparation. The Planner III incumbents serve as lead personnel on major projects and short-range and long-range land use plans. Incumbents participate with management as directed in project reviews.

REPRESENTATIVE DUTIES:

Answer questions regarding planning and building permits, zoning information, and the appropriate completion of application forms.

Review, investigate, evaluate and assist in the processing of planning and building permits.

Conduct studies involving research related to land use, zoning, property location and obtaining Assessor Parcel Numbers.

Operate various equipment including tape recorders, telephones, photocopier, calculator, typewriter, personal computer, printer, automobiles, overhead projector, microfiche, audio-visual equipment, and dictaphone.

Receive completed applications and assure fees are attached; distribute applications to appropriate personnel for review and processing.

Attend meetings within the County or out of the County.

Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Terms related to planning and building permits, theory of land use, and zoning requirements.
Oral and written communication skills.
Telephone techniques and etiquette.
Mathematical computations.
Operation of various clerical and audio-visual equipment.
Operation of a computer terminal and data entry techniques.
Research methods and report writing techniques.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Answer questions regarding planning and building permits, zoning information, and the appropriate completion of application forms.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide quickly and accurately.
Operate various equipment including tape recorders, telephones, photocopier, calculator, typewriter, personal computer, printer, automobiles, overhead projector, microfiche, audio-visual equipment, and dictaphone.
Operate a computer terminal to enter data, maintain records and generate reports.
Learn, apply and explain policies, procedures, rules and regulations.
Analyze situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
Office environment; subject to driving a vehicle to conduct work.
Physical abilities required include seeing to drive a vehicle.