PLANNING TECHNICIAN

Examination No. 15-001

JOB ANNOUNCEMENT

CITY OF RANCHO PALOS VERDES

SALARY RANGE: $44,130 - $57,289 annually

FILING DEADLINE: Applications will be accepted until 5:30 p.m. on MONDAY JULY 28, 2014.

JOB LOCATION: There is a current vacancy for a Planning Technician in the Community Development Department at Rancho Palos Verdes City Hall located at 30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275. The Eligible List resulting from this announcement may be used to fill any future vacancies.

JOB SUMMARY: The essential functions of the Planning Technician may vary depending upon assignment, and may include: Responding to public inquiries at the counter, on the telephone and in writing regarding zoning code, development code, permitted uses, and the like; Performing plan checks for zoning code compliance, reviewing and approving designated permit applications, and assessing fees; Preparing exhibits for City Council and Planning Commission meetings, such as maps, plot plans, renderings, charts, and graphs; delivering and posting exhibits and dismantling exhibits after use. Receiving and evaluating site plan review permits, grading permits, variance requests, conditional use permits and related applications; ensuring application packages are complete; Assisting planning personnel with current planning projects and activities including research, compilation of information, inspections, and preparation of special reports. Updating and maintaining zoning, street and index maps and zoning regulations. Taking in project applications, preparing project files and closing out project files; Answering incoming office telephones, directing calls to appropriate personnel, filing documents and conducting other general clerical duties.

REQUIREMENTS: High school diploma or equivalent and two years college-level course work in civil engineering, drafting, urban planning, public administration, or a closely related field from an accredited college or university. Six months of relevant work experience in planning, architecture, or a related field. Licenses, Certificates, and Registrations: Possession of a current valid Class C California Driver's License.

EVALUATION AND SELECTION FACTORS: Factors which may be evaluated in the selection process include knowledge of: Theory, principles, and practices of Urban Planning, organizational structure and the basis for the authority of municipal government in general. Planning, zoning, and methods, practices and techniques used in planning technology and drafting. Basic principles of linear perspective. Record keeping and other general clerical techniques. Procedures involved in the investigation and enforcement of local and state code and regulations; principles and practices of municipal zoning and land use regulations; research methodologies, including statistics, as applied to the collection, tabulation, synthesis, and presentation of data related to Urban Planning. Essential elements of the municipal code governing the activities of the City's planning function. Correct English usage, spelling, grammar and punctuation, and techniques used in effective interpersonal communication. Effective use of automated systems, including personal computers and office / specialized financial software packages. Use of common office software including Microsoft Office. Organizing and preparing clear and concise reports in a non-bureaucratic style. Providing outstanding customer satisfaction (internally and externally). Techniques used in effective interpersonal communication, responding to and effectively prioritizing multiple phone calls and other requests for service; interpreting, applying and explaining policies and procedures; composing correspondence and reports independently or from brief instructions; establishing, maintaining, and researching records; organizing own work, setting priorities and meeting critical time deadlines; entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work; providing exceptional customer service to coworkers, internal customers and the public; using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines; establishing and maintaining effective working relationships with employees contacted in the course of the work; operating modern office equipment including computer equipment and software programs; and performing a variety of planning functions as assigned.

SELECTION PROCESS: Based on an evaluation of information contained in both the employment and supplemental application, the most qualified applicants will be invited to participate in an oral interview.

HOW TO APPLY: Applicants must complete and submit a City of Rancho Palos Verdes employment application, supplemental application and resume describing the education and experience pertinent to the position. Application materials are available online at http://www.palosverdes.com/rpv/citymanager/employment/index.cfm, in person at Rancho Palos Verdes City Hall, 30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275; or by calling (310) 544-5331. Completed application materials may be submitted in person at the above address or mailed to: City of Rancho Palos Verdes, Attn: Human Resources, 30940 Hawthorne Blvd, Rancho Palos Verdes, CA 90275-5391.

DATE: July 1, 2014