



ZONING TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

The Zoning Technician is the entry-level position in the Planning Department. The Zoning Technician works under the supervision of the Planner and City Planner.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

Checks plans for conformance with regulations and works at the counter and on the telephone with the public interpreting zoning, sign and other code requirements. Job assignments include writing staff reports, collecting and analyzing data, preparing graphics and illustrations, processing applications, preparing environmental assessments, preparing public notices and implementing legal procedures, code enforcement, reviewing business license and home occupation permits, and data collection and analysis.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: Use of architect and engineering scales; modern office procedures and basic clerical skills; basic arithmetic and geometry; word processing on a computer and typing; non-technical writing and good grammar; statistics and simple data manipulations.

Ability to: Read and understand architectural and engineering plans and diagrams; research and write accurate reports and memoranda; understand and apply adopted city policies and codes in evaluating projects and issues; type, file, and have an aptitude for operating office machines; speak and write clear and concise English

Skills: Ability to type at least 30 wpm; prepare correspondence; use word processing and other programs on a computer; prepare graphic illustrations in the form of maps, charts, and graphics; ability to learn GIS map system and use microfiche machines.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Sufficient education and experience to satisfactorily perform the duties of the classification which is typically graduation from a 4-year college with a major in planning, English, or related field and at least one year's experience in planning, engineering, architect, or service business is desirable.

License/Certificates:

Possession of a valid Class C California operator's license issued by the Department of Motor Vehicles.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Establish and maintain cooperative working relationships with professions in various disciplines; be calm in stressful situations; ability to be tactful and diplomatic in dealing with the public; ability to sit at a desk and stand at a counter for long periods of time; ability to climb, crouch, and crawl on site inspections; and ability to see and hear well enough to perform the above duties.

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ZONING TECHNICIAN
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