



Under general supervision, performs a variety of routine to complex administrative and technical support duties related to the field planning; provides information and assistance to developers and the public on planning related matters and in support of related services and activities of the Planning Department; explains ordinances, requirements, and City codes, and department procedures to building contractors, architects, engineers, builders, and the general public pertaining to design review, applications, permit requests, and concerns; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Planning Director. Exercises no direct supervision over staff.

To obtain the complete job announcement, employment application and supplemental questionnaire, please visit our website:

[https://www.ci.piedmont.ca.us/services\\_\\_departments/careers\\_\\_human\\_resources](https://www.ci.piedmont.ca.us/services__departments/careers__human_resources)

**Planning Technician I: \$4,559-\$5,540/per month**

**Planning Technician II: \$5,015-\$6,094/per month**

Application deadline: 1/30/20 @ 5 p.m.

### **CLASS CHARACTERISTICS**

Planning Technician I is the entry and first working level of this technical support series. Initially under close supervision, incumbents perform the more routine office administrative duties while learning planning concepts, terminology and City policies and procedures. As experience is gained, there is more diversity in assignments and greater independence of action within established guidelines. This class is alternately staffed with Planning Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating the proficiency required in order to meet the qualifications of the higher level class.

Planning Technician II is the experienced level of this series, fully competent to perform a variety of technical planning, public service and office administrative duties. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in unusual circumstances.

### **Education and Experience:**

Planning Technician I: EITHER Equivalent to completion of two years of college in a



## City of Piedmont - Planning Technician I/II

technical field related to the work, OR equivalent to graduation from high school and three years of office administrative support work which has included significant public contact.

Planning Technician II: In addition to the above, two years of technical planning support experience that has included plan review, report preparation and the provision of information to the public at a level equivalent to the City's class of Planning Technician I.

### **License and Certification:**

Possession of a valid California class C driver's license and a satisfactory driving record. The City monitors DMV record information over the course of employment.