



Base Salary:

- Planning Technician I: \$4,426 - \$5,379/per month
- Planning Technician II: \$4,868 - \$5,917/per month

Closing Date/Time: September 21, 2018 @ 5 p.m.

To obtain a complete job description, City employment application and supplemental questionnaire, please visit our human resources page: <http://www.ci.piedmont.ca.us/hr/index.shtml>

The City of Piedmont is a charter city of approximately 11,000 residents located in the beautiful Oakland Hills, overlooking the San Francisco Bay. The city, which is virtually built out, consists of established, high-quality single family homes on quiet tree-lined streets. Within Piedmont's 1.8 square-mile area there are five city parks and numerous landscaped areas which offer wooded paths, tennis courts, children's playgrounds and picnic facilities.

DEFINITION

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.

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.