



EMPLOYMENT OPPORTUNITY

Planning Technician

Salary: \$22.38 - \$31.62 Hourly

Job Type: Full-Time

Department: Planning

Benefits: Benefits Eligible

The Position

Under direct supervision and with an emphasis in customer service, performs a variety of technical and administrative assistance in support of the Town's Planning Division; provides information and assistance to members of the public at the information counter regarding zoning and permitted uses, application procedures, and other planning related matters; performs related duties as required.

Job Functions

- Evaluates a variety of applications and proposals for completeness; maintain appropriate logs of plan applications processed.
- Screens calls, visitors, and mail; responds to complaints and requests for information; enters and tracks public calls into appropriate computer databases; directs callers to appropriate Town staff via switchboard; assists public at front counter and directs public to appropriate locations/staff.
- Assists in the preparation of Planning Commission agendas and meeting minutes; posts and uploads to the Town website; delivers agendas and exhibits to Commissioners; compiles information for public records requests.
- Provides technical support to planning staff by conducting research; Provides required information for specific meetings; assist in the preparation and review of meeting minutes.
- Answers general questions and provide information to the public; research information; interpret data and explain requirements, regulations, and procedures; assist with inquiries pertaining to current or comprehensive planning.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Researches, collects, compiles, records, and summarizes technical data; assist with documentation for projects and presentations; maintain planning, statistical, photographic, and historical records.
- Assembles data needed to issue permits; work with applicants to ensure consistency of applications with Town regulations.
- Assists in the enhancement of the departments record keeping system by organizing and computerizing files.
- Reviews reports for completeness and accuracy.

- Performs environmental analysis activities; assess project compliance with regulations and guidelines; prepare a variety of documents as assigned.
- Participates in a variety of special projects as assigned.
- Performs related duties as required.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of twelfth (12th) grade and two (2) years of administrative or general clerical experience with at least one (1) year of dealing with the public. Planning experience is highly desired.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Selection Process

A completed Town employment application is required by the close of recruitment on **Friday, October 20th, 2023, at 4:30 pm**. An application package is available at the Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate based on age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If the applicant has a disability that may require accommodation, please contact Human Resources in writing at the time application is submitted.