



22 Orinda Way, Orinda • California • 94563

## Planning Technician

\$4,837 - 5,844/ Month DOQ

Full-Time - 40 hours per week (some evenings)

**Final Filing Date: 5:00 p.m. July 10, 2019**

**Position:** The City of Orinda is seeking a strong customer service oriented Planning Technician to perform a wide range of planning duties in the Planning Department. This non-exempt position will report to the Director of Planning.

**Minimum Qualifications:** *Candidates with the following qualifications are encouraged to apply:*

This is an entry level position in the professional planning field. Applicants must meet at least one of the following qualifications.

- (1) A four-year bachelor's degree in planning or a related field
- (2) Equivalent to two years of college, supplemented by at least two years of job experience or training in the planning or a related field
- (3) Four years of planning and building administrative support experience

**License or Certificates:** Possession of, or ability to obtain a valid California driver's license.

**Special Requirements:** Essential duties require the following physical skills and work environment: Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; ability to travel to different sites and locations.

### **Application and Selection Process:**

To be considered for this position, qualified job applicants are required to submit the following by the final closing date of this announcement:

- Apply Online!** You can now apply online by visiting [CalOpps.org](http://CalOpps.org).
- Please submit a cover letter and resume with your application for the Planning Technician position

A limited number of applicants with the most desirable qualifications as determined by initial screening of application and supplemental documents will be invited to participate in an interview and testing process that will consist of a practical test and oral board interview. All applicants will be notified by phone or email if they are invited to participate further in the selection process.

Completed application materials must be submitted on the [CalOpps.org](http://CalOpps.org) website by 5:00 p.m. on **Wednesday, July 10, 2019**. For more information, contact Human Resources at (925)253-4214 or via email at [humanresources@cityoforinda.org](mailto:humanresources@cityoforinda.org).

**General Information**  
(925) 253-4200 (ph)  
(925) 254-9158 (fax)

**Administration**  
(925) 253-4220 (ph)  
(925) 254-2068 (fax)

**Planning**  
(925) 253-4210 (ph)  
(925) 253-7719 (fax)

**Parks & Recreation**  
(925) 254-2445 (ph)  
(925) 253-7716 (fax)

**Police**  
(925) 254-6820 (ph)  
(925) 254-9158 (fax)

**Public Works**  
(925) 253-4231 (ph)  
(925) 253-7699 (fax)

### **Pre-Employment Processes:**

Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, conviction history check, as well as a medical exam including a pre-placement drug screen before hire.

### **Primary duties of the Planning Technician include (but are not limited to):**

- ❖ Assist the public at the service counter, collect and process forms, permit applications and plans.
- ❖ Respond to counter and telephone inquiries and provide information related to building and planning applications, plan checking procedures, policies, and functions.
- ❖ Compute required fees.
- ❖ Assist with data collection, analyze data using a variety of data sources, including GIS.
- ❖ Create and maintain departmental activities files. Research files for information in response to department staff requests.
- ❖ Assist with reporting requirements such as the Annual Progress Report for the Housing Element.
- ❖ Create building permit database and land use tracking systems
- ❖ Maintain and update GIS mapping system and other databases, create charts and maps as requested.
- ❖ Process code enforcement cases.
- ❖ Coordinate and conduct follow-up abatement procedures, including preparing correspondence, and property owner site visits. Conduct code and ordinance research for compliance. Receive, track/monitor and investigate public staff municipal codes and ordinances, standards, health and safety and other complaints.
- ❖ Conduct review of discretionary planning applications for design review, exceptions, tree removal, and other related requests.
- ❖ Serve as the City's staff liaison to various groups (i.e., Orinda Historical Society)

### **Other job related duties and Essential Qualifications:**

All employees of the City of Orinda are expected to uphold and exhibit the City's Core Values including serving the public, being respectful, professional, responsible and accountable.

- ❖ Basic mathematical principles;
- ❖ Proficiency in GIS mapping;
- ❖ English usage, spelling, vocabulary, grammar and punctuation;
- ❖ Working knowledge of modern office equipment and procedures, including the use of a variety of software applications;
- ❖ Principles and procedures of record keeping;
- ❖ Business letter writing and report preparation;
- ❖ Excellent customer service skills.

### **Benefits Overview**

This position is part of the General Employees' Unit and is represented by Teamsters Local Union No. 856. The following benefits are currently available to the position.

- ❖ **Medical Dental & Vision:** The City several medical benefit plan options for employee and family. The City contributes up to the cost of Kaiser maximum rate for employee and family. A medical in-lieu monthly amount is available for employees who can show proof of medical coverage for him/herself and all dependents. The City contributes the full family premium for dental and vision coverage.

- ❖ **Retirement:** The City contributes 13% of base salary to a 401(a) defined contribution plan. The City does not provide a defined benefit pension plan (i.e., CalPERS). The City does not participate in Social Security, except for Medicare premiums.
- ❖ **Deferred Compensation:** City participates in a 457 Deferred Compensation plan, and matches an employee contribution of up to 3% of base salary.
- ❖ **Leave Accruals:** In lieu of vacation and sick leave, City provides General Leave of 19 days during the first year of employment. Accrual is increased by one day for each subsequent year up to a maximum of 25 days.
- ❖ **Holidays:** Employees receive 12.5 paid holidays per year. This includes two (2) floating holidays.
- ❖ **Life Insurance, Long-Term Disability and SDI:** The City pays for a Life Insurance policy for an amount equal to annual salary, as well as the cost of the monthly premium for Long Term Disability. The City participates in SDI, which is fully funded by the employee.
- ❖ **Flexible Benefits:** The City offers a full Flexible Benefits Plan for out of pocket health care expenses and dependent care expenses.

*The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.*

*The City of Orinda is an Equal Opportunity Employer and does not discriminate against race, color, religion, national origin, age, sex origin or disability. In accordance with Federal law, the City of Orinda will only hire individuals who are legally authorized to work in the United States. Candidates with a disability which may require special assistance in any phase of the application or testing process should submit a request for accommodation with the application. Documentation of the need for accommodation must accompany the request.*