



COMMUNITY DEVELOPMENT PLANNING PERMIT TECHNICIAN

City of Jurupa Valley, California

Salary: \$27.19 - \$33.70 Hourly

DEFINITION: Under general supervision, provides a variety of essential planning functions to assist professional planners with heavy caseloads. The successful candidate will be expected to serve as the Division's primary Planner on-call. This person will be responsible for checking development review submittals for completeness and working with applicants on corrections. The successful candidate will be able to give technical assistance and information to staff and the public, perform technical work involving customer service; processing of planning permits; review of applications and plans for completeness and compliance; and performs other related work as necessary. **DISTINGUISHING CHARACTERISTICS:** Planning Permit Technician performs journey level planning duties and assistance to the department. This position is distinguished from the Building Permit Technician and Public Works Permit Technician by the specialized assignment to review and process planning permits and applications. It is also the entry level position in the Planner series.

EXAMPLES OF DUTIES: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class: 1. Serve as the first point of contact for customers and walk-in traffic to provide assistance with information regarding permit procedures, regulations, code requirements and policies over the counter and by telephone. 2. Receive and process permit applications and forms, calculates and collects fees, and issues permits in accordance with established procedures. 3. Research information on properties. 4. Generate maps using GIS software. 5. Process refund requests for department related fees. 6. Explain plan review corrections to architects, engineers and contractors and provides information in response to code-related inquiries. 7. Coordinate permit activities with other City departments and outside agencies. 8. Respond to inquiries and/or permit discrepancies. 9. Perform data-entry and maintains records utilizing electronic record keeping systems. 10. Route plans to other departments according to prescribed procedures. 11. Provide routine information regarding planning, zoning, fees, and general plan information. 12. Review and processes business license applications for zoning and land use compliance. 13. Prepare standard written correspondence in response to routine public inquiries. 14. Review minor development plans such as patio covers, swimming pools, and other small improvement projects. 15. Review minor cases such as substantial conformance determinations, sign permits, minor site development permits, and reviews of building permits. 16. Perform other duties as assigned.

TYPICAL QUALIFICATIONS: Experience, Education, and Training: A typical way of obtaining the knowledge, skills and abilities outlined above is: Experience: Two (2) years of journey level administrative or technical experience in office, field or technical support work (i.e., planning, building, construction and permitting) or related experience in municipal government desirable, i.e., internship in field. Experience with automated permitting systems in a public agency is desired. Education: Graduation from high school or G.E.D. equivalent. BA/BS degree in Urban Studies, Planning, Geography or related fields, or equivalent combination of experience and education. One year of experience may be substituted for one year of education. Licenses, Certificates, Special Responsibilities: Possession of a valid California Driver's License and a safe driving record **DESIRED SKILLS:** Spanish/English bilingual oral and written skills.

Apply Immediately. Open until filled. **Apply ONLINE AT:** <http://www.jurupavalley.org/>
Position #90 **COMMUNITY DEVELOPMENT PLANNING TECHNICIAN**

Selection and Application Process: Possession of the minimum qualifications does not ensure that an applicant will be invited to the next phase of the examination process which may include a written exercise and/or multiple interviews. The City reserves the right to invite only the most closely qualified applicants to participate and move forward in the recruitment process for this position. Successful candidates may be required to pass a comprehensive background investigation which includes reference check, live scan fingerprinting, and pre-employment examination. In compliance with the Immigration Reform and Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required original documentation. Resumes and Letters of Interest are encouraged and may be sent as attachments but cannot substitute the City Application. Submit your online application at: www.jurupavalley.org.