



CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Planning

POSITION: Planning Technician

SALARY: \$3,271.55 per month

EXAM TYPE: N/A

DUTIES: See job description

QUALIFICATIONS: Requires a minimum of a high school diploma and completion of two years of college in a related field and one year of experience in plan review, zoning administration and/or permit issuance. A bachelor's degree in public administration, urban planning, social sciences or a related field may be substituted for experience.

This position requires a valid California driver's license.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: June 12, 2015

(Posted 6/2/2015)



CITY OF BRAWLEY

CLASS TITLE: Planning Technician

BASIC FUNCTION: Under direct supervision of the Planning Director, the Planning Technician is responsible for technical, clerical, and project organization providing administrative and technical assistance to the department. The Planning Technician provides information to the public in various capacities including educating the public about the City of Brawley's ordinances, regulations, zoning, and the review process. The Planning Technician will assist with the development of comprehensive plans and programs for utilization of land use within the City. This position will also perform legal and property research; prepare computer-generated maps and related information for development requests.

REPRESENTATIVE DUTIES: The following duties are performed personally, in cooperation with the Planning Director and/or in coordination with other City staff and community groups. Additional duties may be assigned.

ESSENTIAL DUTIES:

- Provides technical assistance and information to staff and the public in the administration of specific planning programs, areas, or ordinances
- Possess the ability to read and comprehend codes, specifications, legal descriptions and boundary maps of real property, maps, and development plans and plats
- Reviews site plans and zoning permit applications to assure compliance with requirements such as use, bulk, placement, and parking ratios
- Performs routine office tasks in designated program areas, including data entry, file management, copying, collecting fees, updating handouts, producing agendas, mailing items, ordering supplies and answering telephone
- Develops and maintains automated tracking systems, hard copy files and records
- Prepares narrative staff reports and recommendations of limited complexity, such as special use permits, variances and lot mergers/lot line adjustments
- Researches and compiles information on a variety of planning issues from multiple sources
- Prepares public notices and property owner verifications
- Prepares maps, charts, and tables
- Investigates violations and code enforcement issues of planning regulations and ordinances, conducts site visits
- Attends public meetings, assisting other planning staff as appropriate
- Will be designated as the Planning Commission Secretary and required to attend the meetings and prepare and transcribe the official minutes
- Other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Planning principles and practices, including State and Local planning laws
- Principles and practices of research and data collection
- Effective writing techniques
- Principles of statistics, algebra and geometry and its application in practical situations
- Computer hardware and software programs, which include Microsoft Office, Internet applications, and GIS (ARCVIEW)

ABILITY TO:

- Provide clear oral communication with the interpersonal skills to explain rules and procedures to the public
- Exercise problem-solving skills and gather relevant information to solve vaguely defined practical problems
- Review plans and apply provisions of City ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Work on several projects or issues simultaneously and prioritize as appropriate
- Ability to work independently or in a team environment as needed

EDUCATION AND EXPERIENCE:

- The Planning Technician requires a minimum of a high school diploma and completion of two years of college in a related field and one year of experience in plan review, zoning administration and/or permit issuance. A bachelor's degree in public administration, urban planning, social sciences or a related field may be substituted for experience.
- This position requires a valid California driver's license.

WORKING CONDITIONS

ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Planning Technician generally work 85% indoors and 15% outdoors.
- The work environment indoors is usually in a temperature controlled office; some travel is required.
- Noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WERE YOU EVER DISCHARGED, REJECTED DURING PROBATION OR HAVE YOU RESIGNED UNDER PRESSURE OR UNFAVORABLE CIRCUMSTANCES FROM ANY EMPLOYMENT:

YES NO If YES, please explain:

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? YES NO

If YES, explain below. If your answer to A or B is YES, list all offenses, giving date, location, nature, and disposition for each. Use additional sheets if necessary.

PERSONAL REFERENCES

List below persons who are acquainted with your work and/or character. Do Not list employers or relatives

Name	Address	Phone
		() -
		() -
		() -

MILITARY SERVICE

You must attach a copy of your (DD214)

HAVE YOU EVER SERVED IN THE ARMED FORCES OF THE UNITED STATES? YES NO

If YES give SERIAL NUMBER: _____ BRANCH: _____ DATES OF SERVICE: _____ TO _____

FOR POLICE OFFICER POSITIONS ONLY:

ARE YOU AT LEAST 21 YEARS OLD, OR WILL YOU BE 21 YEARS OLD AT TIME OF APPOINTMENT? YES NO

ARE YOU A CITIZEN OF THE UNITED STATES OR A PERMANENT RESIDENT ALIEN WHO IS ELIGIBLE FOR, AND HAS APPLIED FOR, CITIZENSHIP IN THE UNITED STATES? YES NO

EDUCATION AND EXPERIENCE

Please read the qualifications section on the Employment Opportunity Bulletin before completing this section.

Highest level of education completed (Online users Select Education Completed from Pull Down Menu – All others, Please write in Education Level where indicated:	High School Graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO
Education Completed:	Passed High School Equivalency Test? <input type="checkbox"/> YES <input type="checkbox"/> NO

Name and Location (City, State) of College or University, Business Correspondence, Trade or Service Schools	Field of Study (Major)	Completed		DEGREE (Indicate type)
		Semester Units	Quarter Units	

CERTIFICATES OF PROFESSIONAL OR VOCATIONAL COMPETENCE, LICENSES, MEMBERSHIPS IN PROFESSIONAL ASSOCIATIONS:

EXPERIENCE

MUST BE FILLED OUT COMPLETELY! Begin with your most recent experience. List all experience within the last ten years, including U.S. military service and periods of unemployment. Give details on the experience which you believe meets the entrance requirements for this position. Go back more than ten years if necessary. Also, list any volunteer experience which you feel helps you meet the requirements for the job. Resumes may be submitted in addition to your application, but the information below must be completed. **Use extra sheets of paper if necessary**, including the same information categories requested below.

Employed FROM: TO: TOTAL: YRS MOS	Title of Your Position:	Number of hours worked per week:	Number of employees you supervised:
Employer:	Duties of Your Position:		
Address:			
Telephone Number: () -			
Supervisor's Name:	Reason for leaving or wanting to leave if presently employed:	Salary: \$ per <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Hour	
Currently Employed? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, may we contact your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Employed FROM: TO: TOTAL: YRS MOS	Title of Your Position:	Number of hours worked per week:	Number of employees you supervised:
Employer:	Duties of Your Position:		
Address:			
Telephone Number: () -			
Supervisor's Name:	Reason for leaving:	Salary: \$ per <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Hour	

Employed FROM: TO: TOTAL: YRS MOS	Title of Your Position:	Number of hours worked per week:	Number of employees you supervised:
Employer:	Duties of Your Position:		
Address:			
Telephone Number: () -			
Supervisor's Name:	Reason for leaving:	Salary: \$ per <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Hour	

Employed FROM: TO: TOTAL: YRS MOS	Title of Your Position:	Number of hours worked per week:	Number of employees you supervised:
Employer:	Duties of Your Position:		
Address:			
Telephone Number: () -			
Supervisor's Name:	Reason for leaving:	Salary: \$ per <input type="checkbox"/> Month <input type="checkbox"/> Week <input type="checkbox"/> Hour	

READ CAREFULLY BEFORE SIGNING:

I hereby certify that all statements made in this application are true and complete to the best of my knowledge and belief. I authorize the City of Brawley to investigate my qualifications, employment record and character through inquiries to any sources mentioned in this application, unless otherwise stated in this application, and I understand and agree that any misstatements or omissions of material fact herein may cause forfeiture on my part of all rights to employment by the City of Brawley.

I further agree to be fingerprinted, to submit to a complete medical examination by a City physician, to submit to drug testing, to sign an oath of office, and to furnish such proof of education and citizenship, or legal right to work in this country, as may be required as a condition of employment. Completion of these conditions does not imply an offer of employment.

SIGNATURE: _____ **DATE:** _____



City Administrative Offices
Department of Personnel and Risk Management

Facsimile (760) 351-3088

383 Main Street Brawley, CA. 92227-2414

Telephone (760) 351-3057

To Whom It May Concern:

RE: Name: _____
Social Security No.: _____

The individual referenced above is being considered for the position of _____ with the City of Brawley. Please draw your attention to Civil Code Section 47, amended by California Assembly Bill No. 2778, which addresses inquiries from prospective employers; wherein, past employers are protected from tortious liability when responding to references from prospective employers when the information provided is based upon fact and not malice.

The signed release below authorizes you to provide us with information concerning the applicant's employment with you.

Sincerely,

Human Resources Department

RECORD INQUIRY WAIVER

"I hereby authorize any former employer, its employees and representative, or any person listed as a reference to provide all relevant information regarding my employment and job performance to the City of Brawley, and any of its employees, representatives, and agents. This information may be provided either verbally or in writing.

In addition to authorizing the release of all information regarding my employment which is relevant to an evaluation of my qualifications for employment, I hereby waive any rights or claims I have or may have, past, present, or future, known or unknown, against any former employer, its employees and representatives, or former educational institution from all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by said person or party, whether or not such information is favorable or unfavorable to me. I also agree that a photographic copy of this waiver is as valid as the original."

Applicant's Signature: _____ **Date:** _____

Position Applied for: _____

Fire Department Facility Address: 815 Main Street, Brawley, CA. 92227-2552 FAX (760) 344-9478
Police Department Facility Address: 351 Main Street, Brawley, CA. 92227-2419 FAX (760) 351-1719
Public Works Department Address: 180 South Western Avenue, Brawley, CA. 92227-2235 FAX (760) 344-5612
Visit the City of Brawley Web Site at <http://www.brawley-ca.gov>



CITY OF BRAWLEY VOLUNTARY APPLICANT IDENTIFICATION FORM

Name: _____ Date: _____

Position Applied for: _____

To comply with statistical information on applicant flow patterns requested by the Federal Equal Employment Opportunity Commission (41 CFR 60-2.12), we would appreciate your voluntary cooperation in providing the following information. ***THIS INFORMATION IS NOT A PART OF THE SELECTION PROCESS*** since this form will be detached from your application and used for statistical reporting requirements only.

Age: Under 21 21 to 44 45 and over

Sex: Female Male **Physically Handicapped:** No Yes

- RACE (Ethnicity):**
- White:** All persons having origins in any of the original peoples of Europe, North Africa, the Middle East, or the Indian Subcontinent.
 - Black:** All persons having origins in any of the Black racial groups (not of Hispanic origin).
 - Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
 - Asian or Pacific Islanders:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Pacific Islands.
 - American Indian or Alaskan Native:** All persons having origins in any of the original peoples of North America.