

1 **HUMAN RESOURCES DEPARTMENT**
2 **SAN LUIS OBISPO COUNTY**

3
4
5 **LAND-USE TECHNICIAN**
6
7

8 **DEFINITION:** Under general supervision, performs a variety of paraprofessional duties in
9 support of the Planning and Building department; receives, reviews and processes permits
10 and applications; provides information to Planning and Building staff and the public; and
11 performs other related work as required.
12

13
14 **REPRESENTATIVE DUTIES:**

15 (Not in order of importance)
16

- 17 • Provides information to builders, architects, engineers, contractors and the public about
18 the construction permit, land use permit and land division application processes as well
19 as construction inspection procedures and fees; directs applicants to appropriate
20 individuals, agencies, or other sources necessary to complete the application process;
21 notifies applicants of application status.
- 22 • Checks land use and land division applications for basic compliance with submittal
23 requirements; coordinates the processing of applications.
- 24 • Reviews construction permit, land use permit and land division application packages for
25 appropriate approvals.
- 26 • Calculates and reviews permit fees, collects fees and issues receipts; issues permits
27 following established guidelines.
- 28 • Completes planning and building review approval process on plot and site plans to
29 ensure code compliance; resolves moderately complex issues of compliance; reviews
30 and approves plans and accompanying documents on over-the-counter permits; routes
31 information to appropriate divisions within the department and outside agencies.
- 32 • Conducts research and provides land use, building and zoning information including land
33 use development, permit history, contractor information and other technical information
34 and data.
- 35 • Provides and interprets information from maps, easements and recorded information.
- 36 • Performs general administrative and technical duties in support of the Planning and
37 Building Department; prepares a variety of written correspondence, reports and other
38 written materials; distributes to departmental staff and various governmental offices.
- 39 • Conducts a range of related document control functions such as file, review, organize,
40 index, scan and electronically archive building and land use permits and other related
41 documents; files and catalogues maps, photos and other planning exhibits and
42 documents.
- 43 • Assists in the maintenance of data in the permit tracking system, website and other
44 information systems in the department; operates standard office equipment including
45 computer and assigned software.
46

47 **EMPLOYMENT STANDARDS:**
48

49 Knowledge of:

- 50 • Methods and techniques of public contact and problem resolution
- 51 • Office operations, including record keeping and general clerical procedures
- 52 • Topographic maps and construction drawings

- 53 • Basic computer software including those applications pertinent to the Planning and
- 54 Building Department
- 55 • Applicable Federal, State and local laws, codes, regulations, policies, technical
- 56 processes, procedures, and requirements related to building, engineering, land use,
- 57 and/or urban planning, sufficient to answer questions and provide information to the
- 58 public; applicable building codes, zoning and related laws and regulations
- 59 • Business mathematics and basic statistical techniques
- 60 • Planning and Building Department office organization, procedures and standards as well
- 61 as strategic direction and goals; basic organization, procedures, operation and services
- 62 of local government
- 63 • Current technological developments and industry trends in area of expertise
- 64 • Interpersonal skills using tact, patience and courtesy
- 65 • Oral and written communication skills

66
67 Ability to:

- 68 • Understand and explain department policies, procedures, fees and basic planning and
- 69 building codes and regulations to the public, permit applicants and staff
- 70 • Read and interpret simple construction plans and specifications, site plans and tentative
- 71 maps
- 72 • Locate property based on legal descriptions or assessor parcel information
- 73 • Understand and apply construction codes and ordinances and land use regulations
- 74 • Calculate square footage, fees and/or penalties from plans, and fees for zoning permit
- 75 applications
- 76 • Perform detailed, technical and specialized planning and zoning and/or permit support
- 77 work
- 78 • Perform a full range of office and administrative support duties
- 79 • Operate an automated permit tracking system, including entering accurate application
- 80 information, completing permit "signoff," and calculating fees; operate a computer and
- 81 assigned office equipment
- 82 • Effectively prioritize workload in an environment of regular interruption
- 83 • Maintain record keeping and filing systems
- 84 • Establish and maintain effective working relationships with coworkers, county staff,
- 85 property owners, developers, architects, engineers, contractors and the public
- 86 • Accurately perform basic mathematical and statistical calculations
- 87 • Communicate clearly and concisely, both orally and in writing
- 88 • Embrace and follow the Planning and Building department's policies, goals, guiding
- 89 principles and Mission-Vision-Values Statements
- 90 • Foster a spirit of teamwork and support when interacting with staff and others
- 91 • Maintain a safe and orderly work area

92
93
94 **EDUCATION/EXPERIENCE:** Either A: Two (2) years of clerical level experience in
95 planning, building, public works, construction, and/or a closely related field; OR B: Two (2)
96 years of closely related coursework (60 semester units or 90 quarter units) at an accredited
97 college or university; OR C: Any combination of the abovementioned experience or college
98 level coursework that equals two years. (Possession of a current International Code Council
99 (ICC) Permit Technician Certificate may substitute for one year of the required
100 education/experience)

101
102
103 **LICENSES/CERTIFICATES:** Certain positions within this classification may require driving.
104 When driving is an essential function of the position, a valid CALIFORNIA driver's license will
105 be required at the time of appointment and must be maintained throughout employment.

106
107 This class specification generally describes the duties and responsibilities characteristic of
108 the position(s) within this class. The duties of a particular position within a multi-position
109 class may vary from the duties of other positions within the class. Accordingly, the
110 essential duties of a particular position (whether it be a multi-position class or a single-
111 position class) will be identified and used by medical examiners and hiring authorities in the
112 selection process. This information will also be made available for review at the time of any
113 recruitment for that position and at such other times as reasonably required
114
115 Adopted: 8-23-89
116 Revised: 04-25-01
117 Revised: 03-28-12 (Re-titled from Permit Technician)